BUREAU OF

STATISTICS & PLANS

SAGAN PLANUS SHA YAN EMEGTMASION

Eddie Baza Calvo Governor of Guam

Ray Tenorio
Lieutenant Governor

Government of Guam P.O. Box 2950 Hagåtña, Guam 96932 Tel: (671) 472-4201/3 Fax: (671) 477-1812 G UIA M

Manuel Q. Cruz Deputy Director

MAR 1 n 2017

MEMORANDUM

TO:

Administrator, Guam State Clearinghouse

FROM: Deputy Director, Bureau of Statistics and Plans

SUBJECT: Fiscal Year 2017 Paul Coverdell Forensic Science Improvement Grant Program-Competitive (CFDA 16.742): Intergovernmental Review of Grant Application

Hafa Adai! The Bureau of Statistics and Plans is requesting for Intergovernmental Review of Guam's FY 2017 Paul Coverdell Forensic Science Improvement Grant Program (Coverdell Program). The CFDA number, Grant Posting/Grant Opening Date, Grant Submission Date, and Grant Program Summary are as follows:

• CFDA: 16.742

Grant Posting/Grant Opening Date: January 10, 2017

Grant Submission Date: March 10, 2017

 Brief Summary of the Grant Program: The purpose of the Paul Coverdell Forensic Science Improvement Grant program is to help improve the quality and timeliness of forensic science and medical examiner services. Among other things, funds may be used to eliminate a backlog in the analysis of forensic evidence and to train and employ forensic laboratory personnel, as needed, to eliminate such a backlog.

Guam is applying for \$232,675 in competitive funding under the Coverdell Program from the U.S. Department of Justice, National Institute of Justice. If granted, funds will provide for equipment to improve the efficiency of evidence processing and analysis, provide support for a Criminalist for the Drug Unit to process backlog drug cases, and provide for training opportunities. Meeting these objectives will result in providing resources to the Guam Police Department Forensic Science Division to improve the quality and timeliness of processing forensic evidence, to increase capacity and to process the backlog drug cases.

The Bureau kindly asks for your approval of our review request. Should you have any questions or require additional information, please contact either myself or Ms. Lola E. Leon Guerrero at 472-4201/2/3. Si Yu'os Må'åse'.

MANUEL Q. CRUZ

Attachments

OFFICE OF THE GOVERNOR CENTRAL FILES

TIME 3730 PM DATE WHAT



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtna, Guam 96932

Tel: (671) 475-9380 Website: www.guamclearinghouse.com Email: clearinghouse@guam.gov

EDWARD J.B. CALVO I Maga'låhen Guahan

RAYMOND S. TENORIO I Segundu Na Maga'låhen Guahan

Grant Project Application Notice of Intent to Apply for Federal Assistance

	GSC	C FORM REVISED 03	3/21/2012	
	Gua	am State Clearinghouse	Use Only	
	Date Received:			
	Received By:			
	SAI Number:			
Type of Application 💢 Nev	v Grant* Continuing	g Grant** ☐ St	pplemental Grant**	Other*
A.) DUNS Number 778904	1292	40	8.) Da	March 10, 2017
C.) Applicant/Department	Name Bureau of Statistics	and Plans		
D.) Division	Socio Economic Pla	nning Program		
E.) Applicant Address	PO Box 884 Hagatn	a, Guam 96932		
F.) Applicant/Department F	Point of Contact Information	n		
Contact Person Name M	r. Manuel Q. Cruz		Phone Number	671472-4201/2/3
E-mail Address manny.co	ruz@bsp.guam.gov	TO SECT 1 ST AND A 1 ST A SECTION OF CONTRACT A SECTION SECTION OF		
G.) Due Date to Federal Ag	ency March 10, 2017		H.) Federal Funds	
G., Due Date to rederal Ag	ency Iwaren 10, 2017		a.) Grant	\$232,675.00
I.) Non-Federal, Matchning	Funds		b.) Other	\$0.00
a.) Local \$0.0	0			
b.) In-Kind \$0.0	0		J.) TOTAL FUNDS	\$232,675.00
c.) Other \$0.00	0			
K.) CFDA/Federal Program	Name 16.742/Paul Cove	rdell Forensic Scier	nce Improvement Gra	nts Program
L.) Federal Agency Name	National Institute	of Justice		
M.) Federal Agency Addres	810 7th Street, N.	W. Washinton, D.C.	20531	
		Page 1 of 2		The Community of the Co

* Proceed to Question Section O.

	N/A		
b.) Guam State Clearingh	ouse SAI Number	N/A	
c.) Grant Year This Applic	ation Impacts	N/A	
O.) Has the Federal Funding Agency	y been notified?	⋉ YES	
P.) During which Fiscal Year will this	s program be impl	emented? Estimated FY 2018	
Q.) If the project requires local fund	ing in addition to t	he federal funding requested, please specifically id	lentify source and ra
N/A			
R.) This program is:	dgeted - Please	dentify legal budget authority	
⊠ Non-	Budgeted		Mit dir S. de vanner-minimum einge gegengen
S.) Will this program require the hiri	ng of additional er	nployees? Is YES, please provide the number of em	plovees (both existing
new) and justification.	- Esixting	New No	pioyees (both existii
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
T.) List Departments and Agencies t directly or indirectly by this appli		Guam Police Department, Office of the Atto Statistics and Plans, Department of Administ and Managment Research	rney General, Bureau tration, Bureau of Bu
T.) List Departments and Agencies t		Statistics and Plans, Department of Adminis	rney General, Bureau tration, Bureau of Bu
T.) List Departments and Agencies t	cation	Statistics and Plans, Department of Administration and Managment Research	rney General, Bureau tration, Bureau of Bu
T.) List Departments and Agencies to directly or indirectly by this appliable. U.) Please provide a Project Summa	cation ry with supporting	Statistics and Plans, Department of Administration and Managment Research	rney General, Bureau tration, Bureau of Bu
T.) List Departments and Agencies to directly or indirectly by this application. U.) Please provide a Project Summa documents if needed.	ry with supporting a.) Does this app b.) Will this appli	Statistics and Plans, Department of Administration and Managment Research Please see attachment lication require an Environmental Impact Study? cation conflict with any existing law?	tration, Bureau of Bu
T.) List Departments and Agencies to directly or indirectly by this application. U.) Please provide a Project Summa documents if needed.	a.) Does this applic.) Will this applic.) Us enabling le	Statistics and Plans, Department of Administration and Managment Research Please see attachment lication require an Environmental Impact Study? cation conflict with any existing law? gislation required?	tration, Bureau of Bu
T.) List Departments and Agencies to directly or indirectly by this application. U.) Please provide a Project Summa documents if needed.	a.) Does this applic.) Will this applic.) Us enabling led	Statistics and Plans, Department of Administration and Managment Research Please see attachment lication require an Environmental Impact Study? cation conflict with any existing law? gislation required?	TYES ☑ NO YES ☑ NO YES ☑ NO YES ☑ NO YES ☑ NO XYES ☑ NO
T.) List Departments and Agencies to directly or indirectly by this application. U.) Please provide a Project Summa documents if needed.	a.) Does this app b.) Will this appli c.) Is enabling led d.) Will the progree.) Are in-kind se	Statistics and Plans, Department of Administration and Managment Research Please see attachment lication require an Environmental Impact Study? cation conflict with any existing law? gislation required?	Tration, Bureau of Bureau
T.) List Departments and Agencies to directly or indirectly by this application. U.) Please provide a Project Summa documents if needed.	a.) Does this app b.) Will this appli c.) Is enabling led d.) Will the progree.) Are in-kind se	Statistics and Plans, Department of Administration and Managment Research Please see attachment lication require an Environmental Impact Study? cation conflict with any existing law? gislation required? ram require a maintenance of effort? rvices allowed for this program?	TYES ☑ NO YES ☑ NO YES ☑ NO YES ☑ NO YES ☑ NO XYES ☑ NO
T.) List Departments and Agencies to directly or indirectly by this application. U.) Please provide a Project Summa documents if needed. V.) Please answer the following:	a.) Does this applic.) Use enabling led d.) Will the progress, Are in-kind see f.) Does this progress.	Statistics and Plans, Department of Administration and Managment Research Please see attachment lication require an Environmental Impact Study? cation conflict with any existing law? gislation required? ram require a maintenance of effort? rvices allowed for this program?	Tration, Bureau of Bureau



Grant Application Package

Opportunity Title:	NIJ FY17 Paul Coverdell Forensic Science Improvement Gr				
Offering Agency:	National Institute of Justice				
CFDA Number:	16.742				
CFDA Description:	Paul Coverdell Forensic Sciences Improvement Grant Prog				
Opportunity Number:	NIJ-2017-11612				
Competition ID:					
Opportunity Open Date:	01/10/2017				
Opportunity Close Date:	03/10/2017				
Agency Contact:	For assistance with this solicitation, contact the National Criminal Justice Reference Service Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (Hearing impaired only), by e-mail at grants@ncjrs.gov, or by web chat at https://webcontact.ncjrs.gov/ncjchat/chat isn Pesnonse Center hours of				
This opportunity is tribal government, a	only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or cademia, or other type of organization.				
Application Filing Name:	Guam's FY 2017 Coverdell Grant Competitive Application				
<u> </u>					
Select Forms to Cor	nplete				
Mandatory	for Federal Assistance (SF-424)				
Application	101 Federal Assistance (5F-424)				
Key Contac	<u>its</u>				
Financial M	anagement and System of Internal Controls Questionnaire				
Optional					
X Attachment	ş				
Faith Based	1 EEO Survey				
Instructions					
Show Instructions	<u>>></u>				
This electronic grants a	application is intended to be used to apply for the specific Federal funding opportunity referenced here.				

if the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cance" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

OMB Number: 4040-0004 Expiration Date: 10/31/2019

* 1. Type of Submission: Preapplication * 2. Type of Application: If Revision, select appropriate letter(s): New			
X Application Continuation Other (Specify):			
* 3. Date Received: Completed by Grants gov upon submission. Applicant Identifier:			
5a. Federal Entity Identifier: 5b. Federal Award Identifier:			
State Use Only:			
6. Date Received by State: 7. State Application Identifier:			
8. APPLICANT INFORMATION:			
*a. Legal Name: Government of Guam Department of Administraton			
* b. Employer/Taxpayer Identification Number (EIN/TIN): *c. Organizational DUNS:			
980018947 7789042920000			
d. Address:			
*Street1: PO Box 884			
Street2:			
* City: Hagatna			
County/Parish:			
* State: GU: Guam			
Province:	_		
*Country: USA: UNITED STATES			
* Zip / Postal Code: 96932-0884			
e. Organizational Unit:			
Department Name: Division Name:			
Bureau of Statistics and Plans Socio Economic Planning Progra			
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: Lola Lola			
Middle Name: E			
* Last Name: Leon Guerrero			
Suffix			
Title: Chief Planner			
Organizational Affiliation:			
Guam Bureau of Statistics and Plans			
* Telephone Number: 6714724201/2/3 Fax Number: 6714771812			
*Email: lolalg@bsp.guam.gov			

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
A: State Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
National Institute of Justice
11. Catalog of Federal Domestic Assistance Number:
16.742
CFDA Title:
Paul Coverdell Forensic Sciences Improvement Grant Program
* 12. Funding Opportunity Number:
NIJ-2017-11612
NIJ FY17 Paul Coverdell Forensic Science Improvement Grants Program (Competitive)
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
Add Attachment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Guam's FY 2017 Paul Coverdell Forensic Science Improvement Grants Program Competitive
Attach supporting documents as specified in agency instructions. Add Attachments Delete Attachments View Attachments

Application for Federal Assistance SF-42	4
16. Congressional Districts Of:	
*a. Applicant Gu00 .	* b. Program/Project GU00
Attach an additional list of Program/Project Congression	anal Districts if needed,
	Add Attachment Delete Attachment View Attachment
17. Proposed Project:	
* a. Start Date: 01/01/2018	* b, End Date: 12/31/2018
18. Estimated Funding (\$):	
* a. Federal 232,	675.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
*f. Program Income	0.00
*g. TOTAL 232,	675.00
* 19. Is Application Subject to Review By State Un	State under the Executive Order 12372 Process for review on 03/10/2018
Yes No if "Yes", provide explanation and attach	Debt? (If "Yes," provide explanation in attachment.) Add Attachment Delete Attachment View, Attachment
herein are true, complete and accurate to the transport comply with any resulting terms if I accept an aw subject me to criminal, civil, or administrative per subject with the	ne statements contained in the list of certifications** and (2) that the statements best of my knowledge. I also provide the required assurances** and agree to ard. I am aware that any false, fictitious, or fraudulent statements or claims may nalties. (U.S. Code, Title 218, Section 1001) ernet site where you may obtain this list, is contained in the announcement or agency
Authorized Representative:	
Prefix:	* First Name: Manuel
Middle Name: Q	
* Last Name: Cruz	
Suffix:	
*Title: Deputy Director .	
*Telephone Number: 6714724201/2/3	Fax Number: 6714721812
*Email: manny.gruz@bsp.guam.gov	
	by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

OMB Number: 4040-0010 Expiration Date: 10/31/2019

* Applicant Organiz	Key Contacts Form	
	uam Department of Administraton	
Enter the individual	's role on the project (e.g., project manager, fiscal contact).	
* Contact 1 Project	Role: Project Manager-SAA	
Prefix:		
* First Name: Mil:	lie	
Middle Name:		
* Last Name: Ergi	uiza ·	
Suffix:		
Title: Plan	nner IV-Detail	
Organizational Affili	iation:	
Bureau of Stati	istics and Plans	
* Street1:	PO Box 884	
Street2:		
* City:	Hagatna	
County:		
* State:	GU: Guam	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	96932-0884	
* Telephone Number	6714724201/2/3	
Fax:		
* Email: millie.er	guiza@bsp.guam.gov	
Delete Entry	T .	Nevi Reson



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329 Expiration Date: 12/31/2018

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- · Requests for transfer of records
- · Methods for collection, transmission and storage of information
- · Access to records
- · Restrictions on public access to records
- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

	APPLICANT ORGANIZAT	TONAL INFORMATION		
Name of Organization and Address:				
Organization Name	Bureau of Statistics and Plans			
Street1: 513 W	Marine Corp Dr.			
Street2:	•			
City: Hagatn				
State: GU: Gu	ım			
Zip Code: 96910				
	esentative's Name and Title: irst Name:	Middle Name:		
Mr.	danuel	Q.		
Last Name:		Suffix:		
Cruz				
Title:				
Deputy Director				
3. Phone: 671-47	2-4201	4. Fax: 671-477-1812		
5. Email: manny.	cruz@bsp.guam.gov			
6. Year Established	7. Employer Identification Number (EIN 98-0018947	N): 8. DUNS Number: 7789042920000		
9. Type of Organiz State Other:		er Education Triba! For-Profit		



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329 Expiration Date: 12/31/2018

AUDIT INFORMATION	
An audit is conducted using generally accepted auditing standards (GAAS) or Ger Auditing Standards (GAGAS) and results in an audit report with an opinion.	erally Accepted Governmental
10. The organization has undergone the following types of audit(s)(Please check a	ill that apply):
✓ OMB A-133 Single Audit	
Financial Statement Audit	
Defense Contract Agency Audit (DCAA)	
None	
Programmatic Audit & Agency:	
Other Audit & Agency;	
11. Most Recent Audit: Within the past 12 months X Within the past	st two years
Name of Audit Agency/Firm: DELOITTE & TOUCHE, LLP	
242	
AUDITOR'S OPINION:	
12. On the most recent audit, what was the auditor's opinion?	
	rn or Adverse Opinions
Please enter the number of findings:	
Please enter the amount of questioned costs: 348.00	
Were material weaknesses noted in either the Financial Statement or Single Audit	? Yes 🗓 No
ACCOUNTING SYSTEM	
13. Which of the following best describes your accounting system:	
☐ Manual ☐ Automated ☒ Combination	
14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?	X Yes ☐ No ☐ Not Sure
15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?	X Yes ☐ No ☐ Not Sure
16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?	X Yes ☐ No ☐ Not Sure
17. Are time distribution records maintained for each employee that	X Yes ☐ No ☐ Not Sure
18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?	Yes No Not Sure
19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?	✓ Yes □ No □ Not Sure



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329 Expiration Date: 12/31/2018

PROPERTY STANDARDS, PROCUREMENT STANDARD	OS, AND TRAVEL POLICIES		
PROPERTY STANDARDS			
20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) uttimate disposition information?	☐ Yes ☐ No ☐ Not Sure		
PROCUREMENT STANDARDS			
21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	X Yes ☐ No ☐ Not Sure		
22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?	X Yes		
23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? https://www.sam.gov/	X Yes		
TRAVEL POLICY			
24. Does your organization:			
(a) maintain a standard travel policy?	lo		
(b) adhere to the Federal Travel Regulation? (FTR) X Yes N	lo		
SUBRECIPIENT MANAGEMENT AND MONITORING			
25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?	X Yes		
STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS A	ND APPLICANT CERTIFICATION		
I certify that the above information is complete and correct to the best of my had the organization's Authorized Representative, Executive Director, Chief Finance or similar position.	knowledge. This document must be certified by noted Officer, Chairman of the Board of Directors,		
Name: ARMI LYNN R LUJAN	Date: 03/08/2017		
Title: Executive Director Chief Financial Officer X Other GAS, FEDERAL BRANCH	☐ Chairman		
Phone: 671-638-3823			

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	FY 2017 Competitive Project	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	2017 Paul Coverdell Program t	Add Affachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	2017_Coverdell_Budget Detail	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	FINANCIAL MANAGEMENT AND SYST	Add Altachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Disclosure of Lobbying Activ.	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Coverdell Statutory Certification	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	External Investigations Attac	Add Altachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Applicant Disclosures of Pend	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Key Personnel Resumes_Compet:	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	2017 Paul Coverdell Program t	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Dejete Attachment	View Attachment

2017 Paul Coverdell Forensic Science Improvement Grants Program - Competitive

Enhancement of the Crime Scene Response Section Capability and Efficiency of Crime Scene Screening and Documentation, Increase the Laboratory Capability in the Processing of Forensic Cases, Increase the Drug Unit Criminalist and Crime Scene Response Section Investigator Competency and Proficiency in their Disciplines

March 9, 2017

Applicant's Name: Guam Bureau of Statistics and Plans

Manuel Q. Cruz, Deputy Director
PO Box 2950
Hagatna, Guam 96932
671 472/4201/2/3

manny.cruz@bsp.guam.gov

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Resume of Key Personnel

Project Abstract

The scope of this proposal is to improve the Forensic Science Division quality and timeliness of forensic science services by enhancing and improving the Crime Scene Response Section quality and timeliness in gathering and documenting the crime scene evidence, increase the laboratory capability in the processing forensic cases, increase the laboratory capability in processing backlog forensic drug cases, and increase the Drug Unit Criminalist and Crime Scene Response Section Investigator proficiency in reducing the processing of crime scene evidence in and to reduce the backlog of forensic drug cases. The objective are (1) to improve the quality, timeliness and efficiency of documenting and recording the crime scene by purchasing a 3D crime scene mapping system; (2) to provide support for one Criminalist I position for the Drug Analysis Unit in the analysis, processing, examination, and comparison of backlog forensic drug evidence; (3) to provide training to maintain staff proficiency in the Drug Unit and Crime Scene Response Section; and (4) to purchase four state of the art computer workstations for the Serology Unit, Drug Unit, Fingerprint Unit and Photolab Unit.

Support for this proposal will provide for equipments to improve the efficiency of evidence processing and analysis, provide support for a Criminalist for the Drug Unit to process backlog drug cases, and provide for training opportunities. Meeting these objectives will result in providing resources to the Guam Police Department Forensic Science Division to improve the quality and timeliness of processing forensic evidence, to increase capacity and to process the backlog drug cases. The expected outcome will be improvement in the quality and timeliness of providing the forensic results to the requesting agency, increased efficiency and quality of the evidence screening and processing of backlog drug cases.

Program Narrative

Enhancement of the Crime Scene Response Section Capability and Efficiency of Crime Scene
Screening and Documentation, Increase the Laboratory Capability in the Processing of
Forensic Cases, Increase the Drug Unit Criminalist and Crime Scene Response Section
Investigator Competency and Proficiency in their Disciplines

Program Scope

The scope of this proposal is to improve the Forensic Science Division quality and timeliness of forensic science services by enhancing and improving the Crime Scene Response Section quality and timeliness in gathering and documenting the crime scene evidence, increase the laboratory capability in the processing forensic cases, increase the laboratory capability in processing backlog forensic drug cases, and increase the Drug Unit Criminalist and Crime Scene Response Section Investigator proficiency in reducing the processing of crime scene evidence in and to reduce the backlog of forensic drug cases. The objective are (1) to improve the quality, timeliness and efficiency of documenting and recording the crime scene by purchasing a 3D crime scene mapping system; (2) to provide support for one Criminalist I position for the Drug Analysis Unit in the analysis, processing, examination, and comparison of backlog forensic drug evidence; (3) to provide training to maintain staff proficiency in the Drug Unit and Crime Scene Response Section; and (4) to purchase four state of the art computer workstations for the Serology Unit, Drug Unit, Fingerprint Unit and Photolab Unit.

To meet the scope and objective, the Guam Police Department will purchase a 3D Crime Scene Mapping System for the documentation and recordation of images and data from the crime scene for the Crime Scene Response Section. The 3D Crime Scene Mapping System will

improve the crime scene investigators time in reconstructing the crime scene thus making crime scene reconstruction more accurate, reliable, and easier to explain to a jury. It will also allow investigators to revisit the crime scene in a virtual environment to view items that may have developed evidential value after and analyze the scene based on further investigation.

To meet the second objective, the grant will provide personnel and fringe benefits for one Criminalist I position in the Drug Analysis Unit. The Criminalist I position is of critical importance to ensure Guam's Forensic Science Division maintains trained and experienced Criminalists to process the backlog drug evidence in the Drug Analysis Unit.

To meet the third objective, the grant will specific forensic science training opportunities for the Drug Analysis Unit and Crime Scene Response Section staff to maintain their proficiency and qualification in processing forensic evidence and collecting crime scene evidence. The training acquired will assist the Criminalist and Crime Scene Response Officer in developing their proficiency, and to keep current with new methods to improve the quality and timeliness of processing forensic evidence.

To meet the fourth objective, the grant will purchase four (4) computer workstations to replace the outdated computer workstations in the Drug Unit, the Serology Unit, the Fingerprint and the Photo Lab Unit. The equipment will improve the quality and timeliness of forensic science service.

Support for this proposal will provide for equipments to improve the efficiency of evidence processing and analysis, provide support for a Criminalist for the Drug Unit to process backlog drug cases, and provide for training opportunities. Meeting these objectives will result in providing resources to the Guam Police Department Forensic Science Division to improve the quality and timeliness of processing forensic evidence, to increase capacity and to process the

backlog drug cases. The expected outcome will be improvement in the quality and timeliness of providing the forensic results to the requesting agency, increased efficiency and quality of the evidence screening and processing of backlog drug cases.

Background

Guam's government system is unique because there is only one level of Government. The Guam Police Department is the primary law enforcement agency with responsibility for Guam. The jurisdictional area is comprised of 180,562 citizens spread over a service area of 210 square miles. The department accomplishes its mission with a staff of 296 sworn officers and 55 full time civilian employees. The department reports an average of 633 (3 year average beginning with 2013 to 2015) instances of violent crimes each year to the Federal Bureau of Investigation as reported by the Guam Police Department Planning and Research Division. The violent crimes include murder, rape, robbery, and aggravated assault.

Offenses	2013	2014	2015	Average
Murder	8	7	8	7.7
Rape	106	118	160	128.0
Robbery	145	128	124	132.3
Aggravated Assault	401	294	400	365.0
Total	660	547	692	633.0

The Guam Police Department Forensic Science Division is the only U.S. Forensic Laboratory in the Western Pacific region. In addition to providing forensic services for Guam, it provides forensic services to local and federal law enforcement entities in Guam, the Commonwealth of the Northern Mariana Islands, and throughout Micronesia. The Forensic Science Division consists of three distinct sections: Crime Scene Response Section (CSRS),

Forensic Science Section (FSS) and the Evidential Control Section (ECS). The CSRS provides services in the area of crime scene field investigation, photo lab, and latent print/fingerprint analysis, the FSS conducts analyses of drugs, serological, and firearms and tool mark evidence while the ECS is responsible for the preservation and safekeeping of all evidence confiscated and submitted to the Guam Police Department.

The Forensic Science Division has twenty-two (22) full time personnel. The staff consist of the following: 1 Division Chief (Police Captain), 1 Operations Chief (Police Lieutenant), 1 Crime Scene Response Section Operations Sergeant / Senior Fingerprint Examiner (POIII), 1 Chief Criminalist (Civilian), 3 Criminalist III (Civilians), 1 Criminalist II (Civilian), 1 Criminalist I (Civilian), 2 Firearms Examiners (PO IIIs), 1 Photo Lab (PO I), 1 Fingerprint Examiner II (Civilian), 2 Fingerprint Examiners (POIII and POII), 1 Fingerprint Examiner I Trainee (Civilian), 6 Crime Scene Investigators (3 POIIIs, 3 POIIs), Property Control Officer (rotating assignment). Of the twenty-two (22) full time personnel, there are six (6) qualifying full time scientists. At this time, the Forensic Science Division does not perform the following analyses: DNA analyses, complete toxicology, hair and fiber, gunshot residue, questioned document, paint and polymers, soil, mineral and glass, and arson and explosives. This evidence is collected and sent off-island to the FBI laboratory for analysis.

Annually, the Guam Police Department Forensic Science Division (GPD FSD) receives an average (3yr) of 1,590 forensic cases, takes an average of 40,526 pieces of photographic forensic evidence, lifts an average of 3,730 latent prints, confiscates an average of 666 drug cases, receives an average of 81 drug cases, receives an average of 40 serological forensic cases, and receives an average of 8 firearms forensic cases. Due to the Governor of Guam austerity measures to reduce the deficit and budget cuts across the board to include existing essential

programs, Guam's only forensic laboratory is losing the manpower needed to analyze drug evidence. The challenging factors that limit the Drug Analysis Unit's ability to provide quality and timely processing, examination and comparison of drug evidence is due to the near shortage of trained and experienced Criminalists.

	Forensic Cases Crime Scene	Photo	Latent / Finger- print				Firearm & Tool Mark
Year	Investigation	Lab	Analysis	Drug An		Serology	Analysis
	Forensic Cases Investigated	Forensic Evidence Taken	Latent Prints Lifted	Drugs Confiscated	Drug Cases Received	Forensic Cases Received	Forensic Cases Received
2014	1872	38289	3651	405	63	50	(
2015	1168	39626	4142	698	32	39	14
2016	1728	43662	3396	896	148	30	4
Average Total	1590	40526	3730	666	81	40	

Average turnaround time to process and deliver forensic evidence to the requesting agency is 2 to 3 days.

Description of the Issue

Due to the Governor of Guam austerity measures to reduce the deficit and implementation of budget cuts across the board for all agencies to include existing essential programs, Guam's only forensic laboratory lacks resources to implement state of the art forensic technology equipment to process the crime scene in a timely manner; to implement state of the art workstations in the Drug Analysis Unit, Fingerprint Unit, and Serology Unit to process and analyze the forensic evidence in a timely manner as the current workstation are over 6 years old, slow and the software cannot be upgraded; to implement state of the art workstation for the

PhotoLab Unit to run the VeriPic Digital Media Management System to meet the multi-user demand and the volume of information being processed and requested for from the Office of the Attorney General and investigator as the current workstation crashed and the veripic is temporarily being housed in a second hand Defense Reutilization and Marketing Office (DRMO) that "hang's" from time to time that must be shut down and restarted frequently; to hire Criminalist to process the backlog of drug cases in the Drug Unit; and to provide training opportunities to maintain capacity and to improve the quality of forensic services.

The challenging factors that limit the Forensic Science Division to improve the quality of forensic services in the Crime Scene Response Section (CSRS) is the need to implement a 3D crime scene mapping system to quickly and efficiently document the crime scene using less manpower and time, and to maintain the CSR officer proficiency. In the Drug Analysis Unit, the shortage of trained and experienced Criminalists limit the Drug Analysis Unit's ability to provide quality and timely processing and analysis of drug evidence and to reduce the backlog of drug cases. In the Fingerprint Unit, the Drug Unit, and the Serology Unit, the lack of state of the art workstation is needed to improve the processing of forensic evidence. In the PhotoLab Unit, a state of the art workstation to run the Veripic is needed to improve the quality and timeliness of providing the forensic results to the requesting agency.

The Crime Scene Response Section has three shifts with 2 CSIs on duty on each shift. When responding to a violent crime incident, countless manpower and hours are spend gathering, processing, and documenting the crime scene with limited number of Crime Scene Investigators and Criminalist available. In CY 2015, of the 692 violent crime offenses reported, the Crime Scene Response Section spent an average of 8880 hours processing, documenting, reconstructing, and revisiting the crime scene. This is a 29.6% increase over the processing,

documenting, reconstructing, and revisiting of the CY 2014 reported violent crime offenses. This averages out to a total average of 8122 hours of processing over CY 2013 through CY 2015. This detrimental factor leads to burnt out crime scene investigators, delays or in some cases not processing crime scenes of non violent offenses as well as excessive processing of the crime scene. The following table depicts the violent crime offenses reported from 2013 to 2015 and the Crime Scene Response Section time spent processing, documenting, reconstructing and revisiting the crime scene.

Violent Crime Offenses		Crime Off Reported	fenses	Average Tir Document, Ro Crime		nd Revisit
	2013	2014	2015	2013	2014	2015
Murder	8	7	8	208	182	208
Rape	106	118	160	848	944	1280
Robbery	145	128	124	1160	1024	992
Aggravated Assault	401	294	400	6416	4704	6400
TOTAL	660	547	692	8632	6854	8880

Note: Duration to Process Crimes Scene for Murder: Average of 26 hours; Rape: Average of 8 hours; Robbery: Average of 8 hours; Aggravated Assault: Average of 16 hours

FTEs to Process Crime Scene for Murder: 5 FTE < 2 victim and 5 - 8 FTE > 2; Rape: 2 FTE; Robbery: 2 FTE; Aggravated Assault: Average of 2 FTE

The Forensic Science Section consists of six trained, experienced Criminalists. Two of the criminalists are assigned to the Drug Analysis Unit and three are assigned to the Serology Unit. Of the six, two Criminalists in the Serology Unit are eligible for retirement; one Criminalist III is preparing to retire in June 2017 with terminal leave starting May 2017; one Criminalist III has tentatively set retirement for June 2018 (no terminal leave). The third Criminalist III assigned to the Drug Analysis Unit will begin maternity leave in June 2017 through December 2017. The Guam Police Department is in the process of hiring one Criminalist I for the Serology

Unit, however, this person will not come on board until late 2017. For the latter part of 2017, the Chief Criminalist will serve as a back-up analyst for both the Drug Analysis and Serology Units. The Drug Analysis Unit is in need of more Criminalists to meet the throughput demands of the unit and to process the backlog drug cases.

Project/Program Design and Implementation

Objectives and Action Plan

The objective are (1) to improve the quality, timeliness and efficiency of documenting and recording the crime scene by purchasing a 3D crime scene mapping system; (2) to provide support for one Criminalist I position for the Drug Analysis Unit in the analysis, processing, examination, and comparison of backlog forensic drug evidence; (3) to provide training to maintain staff proficiency in the Drug Unit and Crime Scene Response Section; and (4) to purchase four state of the art computer workstations for the Serology Unit, Drug Unit, Fingerprint Unit and Photolab Unit.

Objective 1 – Optimize the Crime Scene Response Section workflow to Increase Efficiency and Quality of Documentation through the Implementation of a state of the art 3D Crime Scene Mapping System

The Crime Scene Response Sections require a great deal of manpower and time to gather and document the crime scene, most especially when it is a violent crime incident. The Guam Police Department will purchase a 3D Crime Scene Mapping System for the documentation and recordation of images and data from the crime scene for the Crime Scene Response Section. The 3D Crime Scene Mapping System will improve the crime scene investigators time in reconstructing the crime scene thus making crime scene reconstruction more accurate, reliable, and easier to explain to a jury. It will also allow investigators to revisit the crime scene in a

virtual environment to view items that may have developed evidential value after further investigation. Thus, this state of the art technology equipment will reduce the manpower and time spent documenting the crime scene, and increases its capacity to response to other non violent crime scene in a timely manner.

Objective 2 - Provide Personnel and Fringe Benefits for One Criminalist I Position to increase capacity and address the backlog of drug cases

The objective is to provide personnel and fringe benefits for one Criminalist I position in order to increase the Drug Analysis Unit's ability to increase capacity to process and analyze the backlogged evidence in forensic drug cases. The Guam Police Department Forensic Science Laboratory will be experiencing shortages in personnel to retirement and extended leave. In light of this, a Criminalist I position is of critical importance to ensure the processing and analyzing of current and backlog drug evidence in the Drug Analysis Unit.

Objective 3 - Increase the Drug Unit Criminalist and Crime Scene Response Investigator
Competency and Proficiency in their Disciplines

To accomplish objective 3, the Chief Criminalist will schedule specific forensic science training opportunities such as the DEA Forensic Drug Chemist's Seminar, Basic Bloodstain Pattern Recognition Course & Documenting, Reporting and Presenting Bloodstain Evidence and the American Academy of Forensic Science Conference for the Drug Analysis Unit and Crime Scene Response Section staff to attend to maintain their proficiency and qualification in processing forensic evidence and collecting crime scene evidence. The training acquired will assist the Criminalist and Crime Scene Response Officer in developing their proficiency, and to keep current with new methods to improve the quality and timeliness of processing forensic evidence.

Objective 4 – Optimize the output of laboratory work through the Implementation of State of the Art Computer Workstations

To accomplish objective 4, the Chief Criminalist, GPD IT and OTECH will collaborate on the purchase of four (4) state of the art computer to run the VeriPic Digital Media Management System in the Photolab Unit, and to replace the aged computers in the Drug Analysis Unit, the Fingerprint Unit, and the Serology Unit.

The Veripic workstation crashed and the current workstation is a second hand replacement from the Defense Reutilization and Marketing Office (DRMO). Currently, the DRMO computer has difficulty with the number of users actively using the system and the volume of information that is processed through it. The current DRMO workstation will "hang" from time to time, requiring the users to shut down and restart the system. This system is showing signs of an impending crash. The users are unable to do more than one task at a time on the workstation (e.g. upload photos and burn photo cd's simultaneously) as it would cause the system to freeze. This lengthens the time required for each user process photos. The effect is that there are delays in either crime scene response or in processing photos. Either effect causes a backlog. The new workstation would be dedicated to the VeriPic Digital Management Software which currently has 9 on-site users and 14 off-site users. The workstation specifications need to meet the multi-user demand and the volume of information being processed and requested for. A properly functioning workstation will positively impact the speed in which evidence is processed.

Three (3) workstations are needed to replace the aging computers in the Fingerprint, Drug Analysis, and Serology Units. The workstations in the Units are 6 years or older and are showing signs of decline. The workstations are used in the processing of evidence through the

evaluation of data and report writing. With the increasing requirements of the newer software, these workstations are not able to be upgraded to the newer software because of its operating limitations.

Benefits and Conclusions

The expected benefits and outcome is increased capability and efficiency of the crime scene response section services by reducing the crime scene investigators time spent in screening the crime scene and to optimize crime scene investigators workflow processes by providing for a 3D crime scene mapping system, provide support for a Criminalist I in the Drug Unit to increase capacity and to process the backlog drug cases, to provide training opportunity to improve the collection, processing, and analysis of forensic evidence, and to provide for state of the art computer workstations to improve the efficiency, timeliness and processing of forensic evidence to the requesting agency.

The program evaluation criteria will consist of the successful implementation of the 3D crime scene mapping system for documenting and recording the evidence from the crime scene for reconstruction in a virtual environment back at the forensic laboratory; the recruitment and hiring of a Criminalist I to process the backlog drug cases; the implementation of the training opportunity; and the implementation of the computer workstations in the Photolab Unit, the Drug Unit, the Fingerprint Unit, and the Serology Unit to improve the timeliness of the processing of forensic evidence. The program impact and outcomes will be based on improvement of the quality of forensic services, the reduction in the backlog of drug cases, the increase in capacity, the timeliness of evidence screening and processing of the crime scene, and the timeliness of the processing and analysis of forensic evidence to the requesting agency.

State Administrating Agency Capabilities and Competencies

The Bureau of Statistics and Plans has been the State Administrating Agency of the U.S. Department of Justice grants since the early 80s and has been the State Administrating Agency for the Paul Coverdell Forensic Science Improvement Grants Program since 2006. The key personnel (Chief Planner, Planner IV (Detail), and Administrative Services Officer) directly involved in the grant has over 15 years in grant administrative background. All of the key staff have completed the online OJP financial management training and some have completed and or are taking the phase II DOJ Grant Financial Management Training for grants awarded on or after 12/26/14. As there is only one level of government and one police department, the Bureau collaborates with the Guam Police Department Forensic Science Division to prepare the Coverdell Grant application and 90% of the grant funds will be subgranted to the Guam Police Department Forensic Science Division.

The management structure of the Bureau of Statistics and Plans are illustrated as follows. The Director of the Bureau oversees the Administrative Program, the Planning Information Program, the Business and Economic Statistics Program, the Socio-Economic Program, Land Use Planning Program, and Guam Coastal Management Program. The Bureau's existing staffs within the Administrative Program and the Socio-Economic Planning Program will be responsible for administering the programmatic and financial requirements of the Coverdell Grant Program, and the following staff will be involved in the grant program: Chief Planner (local), Planner IV-Detailed (local) as Planner IV, Planner II (local), Administrative Services Office (local), and Administrative Assistant (federal).

The Chief Planner is the overall project director and will be responsible for overseeing the administration of these funds, and ensuring the quarterly financial and semiannual

programmatic reports are submitted by the due date. The Planner IV-Detail is responsible for managing the grant on a day to day basis to include preparing and uploading the semiannual progress report on the GMS by the due date, and obtaining the necessary project evaluation from the subgrantee, conducting the desk review and onsite programmatic review to ensure compliance with grant requirements and project activities. The Planner II is responsible for sending out the programmatic and financial reminder notice to the subgrantee, assist the Planner IV-Detail in preparing the progress report, track sub grantee financial activity on a quarterly basis and filing the reports. The Administrative Services Officer is responsible for preparing and submitting the quartering financial reports (269a) on the GMS by the due date and reviewing the subgrantee quarter financial reports. The Administrative Assistant is responsible for obtaining three price quotations, processing requisitions, and work request amendments.

Subrecipient Capabilities and Competencies

The Guam Police Department has been a recipient of federal funds as a direct recipient and as a sub grantee since the early 1990s; and the Guam Police Department Forensic Science Division has been a recipient of federal funds as a sub grantee since 2007. The key personnel involved in the Coverdell grant is the Chief Criminalist and the Guam Police Department Program Coordinator IV. The Chief Criminalist is the overall project director and is responsible for the administration of the subgrant funds, the implementation of the project and to ensure the timely submission of programmatic reports to the Bureau of Statistics and Plans, the State Administrative Agency of the Coverdell Program. The Program Coordinator IV is responsible for ensuring the quarterly financial reports are prepared and submitted 30 days after the quarter ends to the Bureau of Statistics and Plans and processing requisitions.

Program Implementation Timeline

MONTH	ACTIVITIES
MONTH January – March 2018	 ACTIVITIES Grant subgranted to the Guam Police Department. Chief Criminalist with assistance from PCIV and GPD IT will prepare the Invitation for Bids for the 3D crime scene mapping system; and the PCIV will encumber the funds for the bid advertisement. DOA-GSA will process the bid advertisement and bid specification. PCIV will prepare the GGI recruitment for the Criminalist I; Chief of
	Police will sign GG1 recruitment; and BBMR will clear GG1 recruitment. DOA-HR will process recruitment GG1 Chief Criminalist will schedule for the training opportunity for the Drug Unit Criminalist and the Crime Scene Response Officer. The PCIV prepares the travel authorization following the govguam travel policy. BBMR clears the travel authorization. DOA processes the travel authorization.
	Chief Criminalist, GPD IT will identify the specification for the computer workstation for the Veripic System and the Drug Unit, Serology Unit, and Fingerprint Unit. Based on the specification, the Chief Criminalist will request for price quotations for the workstation, issue the Form 9 with the quotation and transmit to the PCIV. PCIV will encumber the funds. GSA will issue the requisitions.
April – June 2018	 DOA-GSA announces bid advertisement (2 weeks) for 3D crime mapping system. After 2 weeks sealed bids are reviewed and based on lowest cost

MONTH	ACTIVITIES
	and most responsive, vendor will be awarded.
	Criminalist and Crime Scene Response Officer undergoes and completes
	training.
	GSA awards vendor for the computer workstation.
	GPD prepare for delivery of computer workstation once vendor is awarded
	Chief Criminalist, PCIV, and ITS will be responsible for coordinating
	receipt and delivery of 3D crime mapping equipment.
	DOA-HR will prepare and announce Criminalist I position, Review and
	Rate Application, Prepare and Submit Eligibility List to GPD for
	interviews.
	GPD will form interview committee and conduct interviews. Selection
	made and background check conducted on Criminalist-select.
r.	GSA awards vendor for the computer workstation.
	■ GPD prepare for delivery of computer workstation once vendor is
	awarded.
	Chief Criminalist compiles data and prepares quarter progress report; and
	PCIV prepares quarter financial report.
	BSP ASO prepares and files the FFR on the GMS.
	D. C. D. C. D. C. D. D. C. D. D. C. D. D. C. D.
July –	The Guam Police Department FSD personnel will be trained on the
September	operational use of the 3D crime mapping equipment.
	Crime Scene Response Section will develop and implement Standard

MONTH	ACTIVITIES
2018	Operating Procedures on operational use of 3D crime mapping equipment.
	New Criminalist I will undergo training with Senior Criminalists (I or III).
	 Veripic workstation implemented and accessed by users.
	 Drug Unit, Fingerprint Unit, and Serology Unit is implementing the
	computer workstation in the processing for forensic evidence.
;	Chief Criminalist compiles data and prepares quarter progress report; and
	PCIV prepares quarter financial report.
	BSP prepares and submits the semiannual progress report on the GMS.
	BSP ASO prepares and files the FFR on the GMS.
October –	Crime Scene Response Section is utilizing the 3D crime scene mapping
December	system at crime scenes.
2018	New Criminalist I is processing backlog drug cases.
	Veripic workstation implemented and accessed by users.
	Drug Unit, Fingerprint Unit, and Serology Unit is implementing the
	computer workstation in the processing for forensic evidence.
	BSP Process grant project for closure, prepare final financial and close out
	narrative reports, prepare and submit the grant program evaluation and
	effectiveness report.

Plans for the Collection of Performance Measures Data

To assist in fulfilling the State Administrative Agency's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, the Guam Police Department's Forensic Science Division will provide and report data that measures the results of the program. The Performance Measures are as follows:

Objective	Performance Measures	Data Grantee Provides
To improve the quality and timeliness of forensic services and to reduce the number of	Outcome Measure 1. Reduction in the average number of days from sample submission to a	Average number of days to process a sample at the beginning of the grant period.
backlogged cases in forensic laboratories.	forensic science laboratory to the delivery of test results to a requesting office or	2. Average number of days to process a sample at the end of the grant period.
	agency. 2. Percent reduction in the number of backlogged forensic cases.	Number of backlogged cases at the beginning of the grant period.
	Output Measures 1. The number of forensic	4. Number of backlogged cases at the end of the grant period.
	science or medical examiner/coroner's office	Number of forensic science personnel attending training.
	personnel who completed appropriate training or educational opportunities with FY 2017 Coverdell funds (if applicable to the grant).	6. Number of medical examiner/coroner's office personnel attending training programs.

To implement recommendations as adopted by the National Commission on Forensic Sciences (NCFS) to strengthen the forensic science communities	Percent of agencies/ organizations that are accredited with FY 2017 Coverdell funding	1. Number of agencies/ organizations seeking initial accreditation with FY 2017 Coverdell funding 2. Number of agencies/ organizations obtaining initial accreditation with FY 2017 Coverdell funding 3. Number of agencies/ organizations using FY 2017 Coverdell funding for fees to maintain accreditation 4. Number of agencies/ organizations receiving funding
	Percent of certified individuals	Number of analysts Number of analysts certified Number of analysts seeking certification with FY2017 Coverdell funding

In addition to the NIJ defined performance measures, several other performance measures including the total turn-around time and the analytical turn-around time will be monitored. Total turn-around time is the number of days between the submissions of a request to the laboratory to the reporting of the results to the requesting agency. The analytical turn-around time is the number of days from when the analyst begins the analysis of the evidence to the reporting of the results to the requesting agency. The change in turnaround time will be calculated every three months and compared this to the initial turn-around time at the beginning of the grant period. The change in the number of backlogged cases will be evaluated every three months.

The Bureau of Statistics and Plans will develop a data table that will encompass the five disciplines within the forensic laboratory. The data table along with the GPRA Coverdell Performance Measures will be provided to the Guam Police Department Forensic Science

Division Chief Criminalist at the start date of the project. The Chief Criminalist is tasked with coordinating the collection of the data from each Unit within the Forensic Laboratory monthly. The Chief Criminalist will compile the data monthly, analyze the data quarterly and submits it to the Bureau fifteen days after the end of the calendar year quarter along with the quarterly progress report. The Chief Criminalist will ensure the data is accurate, auditable, and correctly measure the impact of the Federal funds provided. The data will be available for review 3 years after the grant has closed with the Bureau of Statistics and Plans, the State Administering Agency.

	- Competiti

FY 2017 Paul Coverdell Forensic Science Improvement Grant Program Competitive Budget Detail Worksheet

Competitive Funds Budget Detail Worksheet and Budget Summary FY 2017 Paul Coverdell Forensic Science Improvement Grant Program October 1, 2017 to September 30, 2018

Competitive Grant

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Position

Computation

Cost

Not Applicable (N/A)

TOTAL PERSONNEL

\$0.00

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Position

Computation

Unit

Cost

Not Applicable (N/A)

TOTAL FRINGE BENEFITS

\$0.00

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel

Item

Computation

Cost

Not Applicable (N/A)

TOTAL TRAVEL

\$0.00

D. Equipment—List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item

Not Applicable (N/A)

Computation

Unit

Cost

TOTAL EQUIPMENT

\$0.00

E.-Supplies--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items

Not Applicable (N/A)

Computation

Unit

Cost

TOTAL OFFICE SUPPLIES

\$0.00

F. Construction-- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Cost Description of Work Purpose

Not Applicable (N/A)

TOTAL CONSTRUCTION

\$0.00

G. Consultants/Contracts Indicate whether applica	nt's formal, written Procui	ement Policy or the Federal Acquisitions	
Consultant Fee: For each consultant enter the name, it ime on the project. Consultant fees in excess of \$450	if known, service to be pro	ovided, hourly or daily fee (8-hour day), a	ing estimated
Name of Consultant	Service Provided	Computation	Cost
Not Applicable (N/A)	3017100		
уді яррпсине (шт)		Sub Total Consultant Fee	\$0.00
Consultant Expenses			Cont
<u>Item</u>	Location	<u>Computation</u>	Cost
Not Applicable (N/A)			
		Sub Total Consultant Expenses	\$0.00
Contracts			
<u> </u>	Computation	<u>Unit</u>	Cost
Subrecipient Personnel Cost	\$16.30 per hour x 2080	100%	\$33,911.00
(111) Criminalist I Salary (K, 1)	\$10.30 per floar x 2000		
		Total Subrecipient Personnel Cost:	\$33,911.00
Subrecipient Fringe Benefits Cost		104	\$1,356.44
(113) Criminalist I Hazard Pay	\$33,911.00	4%	\$1,330.44
(113) Criminalist I Retirement	\$33,911.00	31.00%	\$6,517.00
(113) Criminalist I Medical	\$6,517.00	1	\$404.00 \$404.00
(113) Criminalist I Dental	\$404.00	1 450/	\$511.3
(113) Criminalist I Medicare	\$33,911 + 1356.44= \$35,267,44	1.45%	
(113) Criminalist I Life	\$178.00	1	\$178.00
(113) DDI Contribution	\$494.52	1	\$494.5
		Total Subrecipeint Fringe Benefits	\$19,973.7
li de la companya de	Total	Subrecipeint Fringe Benefits Rounded:	\$19,974.00
Subrecipeint Travel Cost for Airfare & Perdiem (220) Forensic Science Training to include but not li DEA Forensic Drug Chemist's Seminar, Basic Blood Recognition Course & Documenting, Reporting and Evidence and the American Academy of Forensic So	stain Pattern Presenting Bloodstain	\$2,600.00 Economy Y Airfare x 3 trainings	\$7,800.0
(220) Forensic Science Training Per Diem to include transporation		DEA Forensic Drug Chemist's Seminar: \$156 per diem x 5 days = \$780 + 1 travel day= \$936 + \$50 (\$50 transporation x 1) = \$986	\$986.0

	Basic Bloodstain Pattern Recognition Course & Documenting: \$159 per diem x 5 days = \$795 + 1 travel day = \$954 + \$50 (\$50 transporation x 1) = \$1004	\$1,004.00
	American Academy of Forensic Science Conference: \$279 per diem x 6 days = \$1674 + 1 travel day = \$1953+ \$50 (\$50 transporation x 1) = \$2003	\$2,003.00
Sub Total Sub	recipient Airfare & Per Diem Contracts	\$11,793.00
\$495 x 1		\$495.00
\$420 x 1		\$420.00
Sub To	otal Subrecipient Registration Contracts	\$915.00
		\$10,650.00 \$3,900.00
	Sub Total Subrecipient Supply Contract	\$14,550.00
\$150,932.00		\$150,932.00
	\$495 x 1 \$420 x 1 Sub To \$3,550.00 \$3,900.00	Recognition Course & Documenting: \$159 per diem x 5 days = \$795 + 1 travel day = \$954 + \$50 (\$50 transporation x 1) = \$1004 American Academy of Forensic Science Conference: \$279 per diem x 6 days = \$1674 + 1 travel day = \$1953 + \$50 (\$50 transporation x 1) = \$2003 Sub Total Subrecipient Airfare & Per Diem Contracts

Super Power User Notebook; Power Block battery for Laser Scanner Focus S; High-level carbon fiber tripod for Focus3D X 330; 200mm Koppa Target w/ Tripod Mount Kit; 80mm Koppa Target Set w/ Trajectory Rods; Set of 25 Targets for Freestyle 3D; Freestyle Magnetic Targets; Windows-Based Tablet Surface Pro 4 & Charger for use with Freestyle; Backpack Case Carrying System for 3D scanner: Backpack CF Tripod bag for the 3D scanner; NIST Calibrated Scale Bar; 5-Day On-Site Forensics Customer Site Training (6 students max per class); FARO Scene Version 6.N. Software and license; FARO Scene Extension Software; Reality Crime Diagramming Software; FARO CZ Point Cloud Module; FARO Crash Zone Outdated Version Upgrade; SCENE-Hard Lock - Single User - USB Dongle; FARO Freestyle3D Standard 3-yr Warranty; SCENE software maintenance - 3yrs; FARO FocusS Standard 3-yr Warranty

Applicant will follow Title 2 of the Guam Administrative Rules and Regulation (G.A.A.R.) under Division 4 Procurement Regulations that requires that all procurement transactions without regard to dollar value must be conducted in a manner to provide maximum open and free competition. Further, Title 5 of the Guam Code Annotated Chapter 5 Article requires a competitive bid process for all equipment or contractual services except for situations in which sole source proprietary procurement and emergency procurement is justified due to extenuating circumstances.

\$300.00 2 \$600.00

Sub Total Subrecipient Equipment Contract \$151,532.00

Sub Total Subrecipient Contracts \$232,675.00

TOTAL CONSULTANTS/CONTRACTS \$232,675.00

H. Other Costs-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Items
Not Applicable (N/A)

Computation

<u>Unit</u>

Cost

TOTAL OTHER COSTS

\$0.00

I. Indirect Cost--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Not Applicable (N/A)

TOTAL COMPETITIVE FUNDS

\$232,675.00

FY 2017 PAUL COVERDELL COMPETITIVE BUDGET SUMMARY

	Budget Category		Amount
Α.	Personnel	E.	\$0.00
В.	Fringe Benefits		\$0.00
C.	Travel		\$0.00
D.	Equipment		\$0.00
E.	Supplies		\$0.00
F.	Construction		\$0.00
G.	Consultants/Contracts		\$232,675.00
H.	Other		\$0.00
1.	Indirect Cost		\$0.00
		TOTAL	\$232,675.00

FY 2017 Paul Coverdell Forensic Science Improvement Grant Program Competitive Fund Budget Narrative

Subrecipient Contract Cost (Guam Police Department)

The Guam Police Department Forensic Science Division is the only U.S. Forensic Laboratory in the Western Pacific region. In addition to providing forensic services for Guam, it provides forensic services to local and federal enforcement entities in Guam, the Commonwealth of the Northern Mariana Islands, and throughout Micronesia. The Forensic Science Division consists of three distinct sections: Crime Scene Response Section (CSRS), Forensic Science Section (FSS) and the Evidential Control Section (ECS). The FY 2017 Paul Coverdell subrecipient funds will be used to enhance the Guam Police Department Forensic Science Division's ability to improve and enhance the quality and timeliness of forensic science services in collecting and processing forensic evidence at the crime scene, processing of forensic evidence in the Serology Unit, processing of forensic evidence in the Drug Unit, and the processing of forensic evidence in the Crime Scene Response Section.

The Chief Criminalist, Forensic Science Division, Guam Police Department, is the overall project director and is responsible for the administration of the subgrant funds, the implementation of the project and to ensure the timely submission of programmatic reports to the Bureau of Statistics and Plans, the State Administrative Agency for the FY 2017 Paul Coverdell Forensic Science Improvement Grant Program. The Chief Criminalist has over 20 years of experience with the Forensic Science Division and has been involved with the grant administration of the Paul Coverdell Grant Program for over 6 years.

Personnel Category (111)

Funds for personnel will be used to hire a Criminalist I position for the Drug Analysis Unit in the analysis, processing, examination, and comparison of forensic drug evidence. The Guam Police Department Forensic Science Laboratory will be experiencing shortages in personnel due to retirement and personal extended leave. The Criminalist I position is of critical importance to ensure that Guam's Forensic Science Laboratory maintains trained and experienced Criminalists and to ensure the processing and analyzing of current and backlog drug evidence in the Drug Analysis Unit.

<u>Criminalist I Personnel for Forensic Science Section Drug Unit</u>. The Criminalist I will work a total of 2080 hours at an hourly rate of \$16.30 over the life cycle of the grant program ($$16.30 \times 2080 = $33,911$). The estimated cost for personnel is \$33,911.

Fringe Benefits Category (113)

The Criminalist I Fringe Benefit for Forensic Science Section Drug Unit. The Criminalist I position is authorized hazardous pay, and the hazardous pay is subject to Medicare tax. The Government of Guam calculates Medicare with hazard pay. The computation \$33,911 (salary) plus \$1,356.44 (Hazard pay) = \$35,267.44 multiplied by 1.45% (Medicare) = \$511.38, this is how the government of Guam factors hazardous pay. In addition, the Criminalist I position fringe benefits includes Retirement (\$10,512.41) and the computation is \$33,911 multiplied by 31% = \$10,512.41, Medical (\$6,517), Dental (\$404), Life (\$178), and Disability Death Insurance

(\$494.52). The Criminalist I will be responsible for processing of current and backlog forensic drug cases. The total fringe benefit budget of \$19,973.75 was rounded up to \$19,974.00, thus the estimated cost of the fringe benefits is \$19,974.00 for the life of the grant cycle.

Travel Category (220)

Airfare and Per Diem for Forensic Science Training. Funds will be used by the subrecipient to cover travel expenses for several forensic science training to include, but not limited to, the following: DEA Forensic Drug Chemist's Seminar, Basic Bloodstain Pattern Recognition Course & Documenting, Reporting and Presenting Bloodstain Evidence and the American Academy of Forensic Science Conference. The Forensic Training programs will reduce the backlog in the analysis of forensic evidence, to train forensic laboratory personnel to eliminate the backlog, maintain and increase the forensic examiners skills and proficiency, and to demonstrate to the general public and the criminal justice system that the laboratory output is of the highest quality and that the procedures used meet established standards.

The DEA Forensic Drug Chemist's Seminar provides technical training that enables newly hired scientists to become DEA forensic chemists. The seminar provides a comprehensive learning experience on topics related to the analysis of controlled substances, quality assurance, clandestine laboratories, expert testimony, and instrumental techniques, by combining interactive classroom instruction, participation in hands-on demonstrations, and a forum for the attendees to exchange information. Upon completion of the seminar, chemists will have gained knowledge in current drug trends including synthetic cannabinoids, cocaine processing, opium-to-heroin processing, methamphetamine syntheses, and other hallucinogenic drugs.

The Basic Bloodstain Pattern Recognition Course & Documenting, Reporting and Presenting Bloodstain Evidence is a 40-hour course with the primary goal of having crime scene investigators become comfortable and proficient with discussing BPA theory as it relates to the scene investigation. The training will provide instruction on what elements compose the best photographs possible that can be applied to scene analysis, to incorporate those elements into a BPA report with the findings discussed in court. It will create and construct demonstrative aids to assist in testimonials before the court.

The American Academy of Forensic Science Conference has over 6,600 members that are divided into eleven sections spanning the forensic enterprise that actively practice forensic science and, in many cases, teach and conduct research in the field as well. Each section provides opportunities for professional development and for personal contacts with experts to help members keep abreast of the latest activities and developments in their respective fields.

Funds will be used to cover economy airfare, training days plus one travel day, and transportation to and from the airport using the Government of Guam Travel Policy. Estimated Travel Cost for airfare and per diem is \$11,793 (Economy Airfare: \$2600 x 3 trainings = \$7800 + \$3993 Per Diem (\$986 + \$1004 + \$2003). Applicant Travel Regulations will be applied to include GSA approved per diem rates at the time of travel.

Registration: Funds will be used by the subrecipient to cover registration or tuition fees for the Basic Bloodstain Pattern Recognition Course & Documenting, Reporting and Presenting Bloodstain Evidence and the American Academy of Forensic Science Conference. Registration fees for the Basic Bloodstain Pattern Recognition Course & Documenting, Reporting and Presenting Bloodstain Evidence is estimated at \$495 per student which will include study FY 2017 Paul Coverdell Forensic Science Improvement Grant Program

Page 28

materials needed for the course. The registration fee for the American Academy of Forensic Science Conference is estimated at \$420 for nonmember trainees. The estimated registration cost for forensic Science trainings is \$915.

Supply Category (250)

Funds for equipment requested under the supply category will be used to purchase three (3) 24" Dual Monitor Workstations and one (1) 24" Monitor Workstation to replace aging workstations for the PhotoLab Unit, Fingerprint Unit, Drug Analysis Unit and the Serology Unit.

One 24" monitor workstation for the Photolab is needed to run the VeriPic Digital Media Management System. The current workstation is a second replacement from the Defense Reutilization and Marketing Office (DRMO) from the original workstation that crashed. The computers from DRMO have difficulty with the number of users actively accessing the system and the volume of information that is being processed. The current DRMO workstation will "hang" from time to time, requiring the users to shut down and restart the system. This system is showing signs of an impending crash. Further, the users are unable to do more than one task at a time on the workstation (e.g. upload photos and burn photo cd's simultaneously) as it would cause the system to freeze. This lengthens the time required for each user to process photos. The end result are delays experienced in either crime scene response or in processing photos, which will in turn cause a backlog in processing.

The new workstation would be dedicated to the VeriPic Digital Management Software which currently has 9 on-site users and 14 off-site users. The workstation specifications need to meet the multi-user demand and the volume of information being processed and requested for. A

properly functioning workstation will positively impact the speed in which evidence is processed.

Three (3) 24" dual monitor workstations are needed to replace the aging computers in the Fingerprint, Drug Analysis, and Serology Units. The workstations are 6 years or older and are showing signs of decline due to wear and tear. The workstations are used in the processing of evidence through the evaluation of data and report writing. With the increasing requirements of the newer software, these workstations are not able to be upgraded to the newer software because of its operating limitations.

The estimated cost for one (1) 24" Monitor Workstation is \$3900 and the three (3) 24" Dual Monitor Workstations at \$3550 each. The total estimated cost for the workstations is \$14,550.

Applicant will follow Title 2 of the Guam Administrative Rules and Regulation (G.A.A.R.) under Division 4 Procurement Regulations that requires that all procurement transactions without regard to dollar value must be conducted in a manner to provide maximum open and free competition. Further, Title 5 of the Guam Code Annotated Chapter 5 Article requires a competitive bid process for all equipment or contractual services except for situations in which sole source proprietary procurement and emergency procurement is justified due to extenuating circumstances.

Equipment Category (450)

Funds requested for equipment will be used to purchase a 3D Crime Scene Mapping System to improve the crime scene investigators time in reconstructing the crime scene thus making crime scene reconstruction more accurate, reliable, and easier to explain to a jury. It will also allow

investigators to revisit the crime scene in a virtual environment to view items that may have developed evidential value after and analyze the scene based on further investigation.

FARO Focus3D Laser ScannerS 350 with power notebook and accessories, Freestyle 3D X handheld scanner with tablet and accessories, licenses, on site training, software, maintenance, and hardware warranties. The FARO Focus 3D Scanner can record a detailed 3D point cloud overland with color images which can be used to produce accurate realistic 3D computer graphical modules which results in an accurate 3D representation of the crime scene from which any measurement can be made. The scanned images can be used in a variety of applications including examining a crime scene at a later date in a virtual environment. The FARO Focus3D Laser Scanner and Freestyle 3D X Scanning System will reduce the Crime Scene Response Section time processing and documenting the crime scene. The total equipment budget for the 3D Laser Scanner and Freestyle 3D X Scanning System and component accessories with warranty of \$150,932.24 was rounded up to \$150,932, thus the estimated cost is \$150,932.

Bid Advertisement for FARO Focus3D Laser Scanner X330 and Freestyle 3D X Scanning System. This is necessary as the estimated cost for the equipment is over \$15,000, and the Government of Guam procurement rules and regulations requires a sealed bid. Two bid advertisements at \$300 ea will be issued. The estimated cost for Bid Advertisements is \$600.

Applicant will follow Title 2 of the Guam Administrative Rules and Regulation (G.A.A.R.) under Division 4 Procurement Regulations that requires that all procurement transactions without regard to dollar value must be conducted in a manner to provide maximum open and free competition. Further, Title 5 of the Guam Code Annotated Chapter 5 Article requires a

competitive bid process for all equipment or contractual services except for situations in which sole source proprietary procurement and emergency procurement is justified due to extenuating circumstances.

Management a			



FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management	system of each	non-Federal ent	tity must	provide for	r the following
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- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records
- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the passthrough entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means
- (7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: Bureau of Statistics and Plans

513 W Marine Corp Dr. Hagatna, GU 96910

2. Authorized Represen	tative's Nam	e and Title: Ma	nuel Q. C	ruz, Dep	outy I	Director		
3. Phone: 671 -472 - 4	201 ext.	4. Fax: 67	1 -477-	1812	5.	Email: r	manny.cruz@b	sp.guam.gc
6. Year Established: 1975	7. Empl 98 - 189	oyer Identificat 947	ion Nurr	ber (Ell	N):	8. DUN 77 - 8	NS Number: 390 - 4292	
9. Type of Organization								
State Municipal	ity 🔲 Non	-Profit 📋 Hiç	jher Edu	cation		Tribal	For-Profit	Clher

Approved: OMB No. 1121-0329 Expires 12/31/2018

AUDIT INFORMATION An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion. 10. The organization has had the undergone the following types of audit(s)(Please check all that apply): OMB A-133 Single Audit Financial Statement Audit Defense Contract Agency Audit (DCAA) ☐ None Programmatic Audit & Agency: Other Audit & Agency:_ 11. Fiscal Year of Last Audit: Name of Audit Agency/Firm: 2015 DELOITTE & TOUCHE, LLP **AUDITOR'S OPINION:** 12. On the most recent audit, what was the auditor's opinion? ■ Unqualified Opinion □ Qualified Opinion □ Disclaimer, Going Concern or Adverse Opinions Please enter the number of findings: 1 Please enter the amount of questioned costs: \$ 348 Were material weaknesses noted in either the Financial Statement or Single Audit? Yes I No **ACCOUNTING SYSTEM** 13. Which of the following best describes your accounting system: Automated Combination 14. Does the accounting system identify the receipt and expenditure Yes No ☐ Not Sure of program funds separately for each grant? 15. Does the accounting system provide for the recording of ■ Yes No Not Sure expenditures for each grant/contract by budget cost categories shown in the approved budget? 16. Does your accounting system have the capability to document the No Not Sure recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share? 17. Are time distribution records maintained for each employee that ☐ No ☐ Not Sure Yes specifically identify effort charged to a particular grant or cost objective? 18. Does the accounting/financial system include budgetary controls Yes No ☐ Not Sure to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)? 19. Is the organization familiar with the existing Federal regulation and Yes No Not Sure guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?



PROPERTY STANDARDS, PROCUREMENT STA	ANDARDS,
PROPERTY STANDARDS	
20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?	Yes No Not Sure
PROCUREMENT STANDARDS	
21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	Yes No Not Sure
22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?	Yes No Not Sure
23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred subgrantees and contractors, prior to award? https://www.sam.gov/	Yes No Not Sure
TRAVEL POLICY	
24. Does your organization: (a) maintain a standard travel policy? Yes No (b) adhere to the Federal Travel Regulation? (FTR) Yes No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?	Yes No Not Sure N/A (Your organization does not make subawards.)
STANDARDS FOR FINANCIAL MANAGEMENT AND APPLICANT CERTIFICATION	
I certify that the above information is complete and correct to the best of must be certified by the organization's Authorized Representative, Exel Officer, Chairman of the Board of Directors, or similar position.	of my knowledge. This document cutive Director, Chief Financial
Name: ARMI LYNN R LUJAN	Date: 3/8/2017
Title: Executive Director Chief Financial Officer Chairman	Other: GAS, FEDERAL BRAN
Phone: 671 - 638 - 3823 ext.	

Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.) 3. Report Type: 1. Type of Federal Action: 2. Status of Federal Action: a. bid/offer/application a. initial filing a, contract b, material change b. initial award b. grant For Material Change Only: c. post-award c. cooperative agreement __ quarter d. loan date of last report e. loan guarantee f. Joan insurance 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name 4. Name and Address of Reporting Entity: and Address of Prime: Subawardee Prime Tier_____, if known: Congressional District, if known: Congressional District, if known: 7. Federal Program Name/Description: 6. Federal Department/Agency: CFDA Number, if applicable: ____ 9. Award Amount, if known: 8. Federal Action Number, if known: b. Individuals Performing Services (including address if 10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): different from No. 10a) (last name, first name, MI): N/A N/A Signature: MANUEL Q. CRUZ 11. Information requested through this form is authorized by tide 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the der above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who falls to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for Print Name: MANUEL Q. CRUZ Title: Deputy Director, Bureau of Statistics and Plans Telephone No.: (671) 472-4201 Date: Authorized for Local Reproduction Federal Use Only: Standard Form LLL (Rev. 7-97)

FY 2017 Coverdell Statutory Certifications

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS NATIONAL INSTITUTE OF JUSTICE

FY 2017 Coverdell Forensic Science Improvement Grants Program

Certification as to Plan for Forensic Science Laboratories— Application from a State (Guam)

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The State has developed a plan for forensic science laboratories under a program intended to improve the quality and timeliness of forensic science or medical examiner services in the State, including such services provided by the laboratories operated by the State and those operated by units of local government within the State.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

mod
Signature of Certifying Official
MANUEL Q. CRUZ
Printed Name of Certifying Official
DEPUTY DIRECTOR
Title of Certifying Official
GUAM BUREAU OF STATISTICS AND PLANS
Name of Applicant Agency (Including Name of State)
MAR D 8 2017
Date

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS NATIONAL INSTITUTE OF JUSTICE

FY 2017 Coverdell Forensic Science Improvement Grants Program

Certification as to Generally Accepted Laboratory
Practices and Procedures

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

Any forensic science laboratory system, medical examiner's office, or coroner's office in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount uses generally accepted laboratory practices and procedures, established by accrediting organizations or appropriate certifying bodies.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

MANUEL Q. CRUZ

Printed Name of Certifying Official

DEPUTY DIRECTOR

Title of Certifying Official

GUAM BUREAU OF STATISTICS AND PLANS

Name of Applicant Agency (Including Name of State or Unit of Local Government)

MAR 0 8 2017

Date

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS NATIONAL INSTITUTE OF JUSTICE

FY 2017 Coverdell Forensic Science Improvement Grants Program

Certification as to Forensic Science Laboratory System Accreditation

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice;

Before receiving any funds under this grant, any forensic science laboratory system in the State, including any laboratory operated by a unit of local government within the State, that will receive any portion of the grant amount either

- a) is accredited by an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement, or,
- b) is not so accredited, but will (or will be required in a tegally binding and enforceable writing to) use a portion of the grant amount to prepare and apply for such accreditation not more than 2 years after the date on which a grant is awarded under the FY 2017 Paul Coverdell Forensic Science Improvement Grants Program.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

mor
Signature of Certifying Official
MANUEL Q. CRUZ
Printed Name of Certifying Official
DEPUTY DIRECTOR
Title of Certifying Official
GUAM BUREAU OF STATISTICS AND PLANS
Name of Applicant Agency (Including Name of State or Unit of Local Government)
MAR 0 8 2017
Date

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS NATIONAL INSTITUTE OF JUSTICE

FY 2017 Coverdell Forensic Science Improvement Grants Program

Certification as to Use of Funds for New Facilities

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The amount of the grant (if any) used for the costs of any new facility or facilities to be constructed as part of a program to improve the quality and timeliness of forensic science and medical examiner services will not exceed the limitations set forth at 42 U.S.C. § 3797m(c) and summarized in the FY 2017 Coverdell Forensic Science Improvement Grants Program solicitation.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying Official

MANUEL Q. CRUZ

Printed Name of Certifying Official

DEPUTY DIRECTOR

Title of Certifying Official

GUAM BUREAU OF STATISTICS AND PLANS

Name of Applicant Agency
(Including Name of State or Unit of Local Government)

MAR 0 8 2017

Date

U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS NATIONAL INSTITUTE OF JUSTICE

FY 2017 Coverdell Forensic Science Improvement Grants Program

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

I personally read and reviewed the section entitled "Eligibility" in the Fiscal Year 2017 program solicitation for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

Signature of Certifying-Official

MANUEL Q. CRUZ

Printed Name of Certifying Official

DEPUTY DIRECTOR

Title of Certifying Official

GUAM BUREAU OF STATISTICS AND PLANS

Name of Applicant Agency
(Including Name of State or Unit of Local Government)

MAR Q 8 2017

Date

FY 2017 Paul Coverdell External Investigations Attachment

FY 2017 Coverdell Forensic Science Improvement Grants Program

Attachment: External Investigations

The "Certification as to External Investigations" that is submitted on behalf of the applicant agency as part of this application certifies that—

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

Prior to receiving funds, the applicant agency (that is, the agency applying directing to the National Institute of Justice) must provide—for each forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility that will receive a portion of the grant amount—the name of the "government entity" (or entities) that forms the basis for the certification. Please use the template below to provide this Information. (Applicants may adapt this template if necessary, but should ensure that the adapted document provides all required information.)

IMPORTANT NOTE: If necessary for accuracy, list more than one entity with respect to each intended recipient of a portion of the grant amount. For example, if no single entity has an appropriate process in place with respect to allegations of serious negligence as well as serious misconduct, it will be necessary to list more than one entity. Similarly, if no single entity has an appropriate process in place with respect to allegations concerning contractors as well as employees, it will be necessary to list more than one entity.

Additional guidance regarding the "Certification as to External Investigations" appears in the "Eligibility" section of the program for the FY 2017 Coverdell program.

lame of Applicant Agency (including Name of St	
GUAM BUREAU OF STATISTICS AND PLANS	
Date:	
lame of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility hat will receive a portion of the grant amount	Existing government entity (entities) with an appropriate process in place to conduct independent external investigations
Guam Police Department Forensic Science Laboratory	Internal Affairs Units, Guam Police Department

FY 2017 Paul Coverdell Applicant Disclosures of Pending Applications

FY 2017 Coverdell Forensic Science Improvement Grants Program

Certification as to Applicant Disclosure of Pending Applications

Guam Bureau of Statistics and Plans does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this FY 2017 Paul Coverdell Forensic Science Improvement Grant Program solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the National Institute of Justice).

CERTIFICATION DISCLOSURE OF PENDING APPLICATIONS

Federal and State Funding Agency	harmonic continues and the property of the pro	Name/Phone/E-mail for Point of Contact at Funding Agency
N/A	N/A	N/A

Signature of Certifying Official

MANUEL Q. CRUZ
Printed Name of Certifying Official

DEPUTY DIRECTOR, BUREAU OF STATISTICS AND PLANS
Title of Certifying Official

GUAM BUREAU OF STATISTICS AND PLANS

Name of Recipient Applicant Agency (Including Name of State)

MAR 0 9 2017

Date

Resume of Key Personnel

Lola E. Leon Guerrero P.O. Box 114 Hagatna, Guam 96932 Email: pldje@teleguam.net Contact Number: (671) 472-1421 (h) • (671)486-2646

EDUCATION

Bachelor of Business Administration in Finance and Economics, August 25, 1986 - May 1990 University of Guam

Major courses completed: Principles of Accounting I & II, Money & Banking, Corporate Finance, Basic Business Finance, Business Law, Financial Institution Management, Budgeting, Investments, Business Policy, Principles of Economic I & II, Basic Quantitative, Economics Geography, Introductory Statistics, and Applied Statistics

WORK EXPERIENCE

Chief Planner
Bureau of Statistics and Plans
Government of Guam

July 25, 2016 to Current PO Box 2950 Hagatna, Guam 96932

- Directs all Planning Information Program and Socio-Economic Planning Program and Guam Coastal Management Program functions with the Bureau. Also provides direct oversight over Department of Justice, NOAA Commerce and DOI and other federal grants and maintains familiarity with all grant requirements and to ensure that the Bureau complies with federal grant management rules and regulations specific to each grant administered inclusive of the Super Circular Rules; ensure grants comply with federal and local requirements; ensures federal grants and grants reports are submitted on time to federal funding agency; ensure sub grantees are monitored; works with department heads in addressing their requirements while ensure federal requirements are met. Prepares applications for submission to federal funding agencies, prepares extension requires, and prepares Scope of Work and Memorandum of Understanding as required.
- Oversees the Bureau's operational effectiveness which includes: (a) development of performance based budget; (b) development of annual General Fund budget request; (c) ensures allotment release schedules are appropriate; (c) certifies fund availability for all financial documents; (e) signs electronic federal grant documents on behalf of the Director; (f) reviews all documents prior to submission to Director for signature to ensure they are complete and consistent with agency and Guam policies; (g) signs documents on behalf of the Director (this function varies from Director to Director); and (h) serves as Acting Director in the Director's absence (this function varies by Governor and by Director).
- Establishes criteria for the preparation of impact studies and statements; ensure studies and statements are supported by analytical and descriptive data; ensures recommendations are well thought out; ensures recommendations are based on a balanced assessment of positive and negative outcomes.
- Represent the Bureau at conferences and meetings with local government officials, public and private agencies, and representatives; convey Guam's policies and participate in formulation of Guam's policies.
- Conducts, analyzes, and writes comprehensive strategic plans, specialized studies and grant applications. Identifies appropriate descriptive and analytical data, analyzes data, formulate document components, and formulates recommendations, policy positions, and budgets.
- Oversee adoption process of elements to Guam's comprehensive development plan.
- Provides technical support to the Governor's Civilian Military Task Force and other task forces and
 committees in order that they can identify and meet the challenges of military growth. Prepares or
 causes to be prepared specialized studies assessing the impact of military growth on the island's
 economic, social and cultural sectors. Maintains familiarity with all issues related to the relocation of
 the Marines and military expansion, including actions and reactions in Guam, Japan, the US
 Congress, DoD, and national and local medias.

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Contact Number: (671) 472-1421 (h) • (671)486-2646

Planner IV
Bureau of Statistics and Plan
Socio-Economic Planning Program
Government of Guam

March 24, 2013 to July 22, 2017 P.O. Box 2950 Hagatna, Guam 96932

Provide direct oversight over the Socio Economic Planning Program.

Provide direct oversight over the planning, development, coordination and implementation of the U.S.

Department of Justice grants, DOI, and NOAA grants.

Provide direct oversight in the development, implementation, planning support and technical
assistance in the areas of criminal justice planning, economic development planning, fisheries
development planning, evaluation of federal grants for intergovernmental review to ensure plans and
updates to plans are prepared and submitted to the requesting agency.

Provide direct oversight in coordinating the review of Guam's participation and involvement in national and regional organization to ensure Guam participates by providing its input into national and regional

policies.

Applies for and administers the Edward Byrne Justice Assistance Grant Program.

· Applies for and administers the Paul Coverdell Forensic Science Improvement Grant Program.

 Coordinate and prepare Guam's Multi Year Strategy for Drug Control, Violent Crime and Criminal Justice System Improvement.

Interim Administrator
Bureau of Statistics and Plan
Guam Coastal Management Program
Government of Guam

P.O. Box 2950 Hagatna, Guam 96932

Coastal Management Program Supervisor:

- Supervise the day to day operations of the Guam Coastal Management Program and the Land Use Planning Program (LUPP) in the following:
 - by providing direct oversight in the administration of all activities of the Guam Coastal Management Program to include administering the Coral Reef Conservation Program Cooperative Agreement, the Department of Interior Coral Reef Initiative Management Grant Program, the U.S. Geology Survey, and the Coastal Zone Management Act in the network coordination, development, policy and legislative efforts, federal consistency, master planning efforts, public outreach and education, and Section 309 implementation.

 by directing all Guam Coastal Management Program staff in the application of GCMP local and federal policy, law and rules and regulation in review and recommendation on development application and federal consistency by reviewing final products for

completeness, professionalism, timeliness and accuracy.

- by directing all GCMP staff, Land Use Planning staff, and Coral Reef staff in the implementation of the Coastal Zone Management Act and Coral Reef Conservation Program Cooperative Agreement tasks.
- Monitors staff progress on assigned tasks and provides direction on improving product deliverables. Conducts mid performance employee performance evaluation with subordinate staff and provides recommendation to the Director. Counsels subordinate staff on personnel problems and work related issues as necessary.
- Provides recommendations and directs input to the Director in the formulation and development of plans, policies, and studies that further the Guam Coastal Management Program.

Coastal Zone Management Act

Oversee the Grant Administration of the Coastal Zone Management Act in the development of

Lola E. Leon Guerrero P.O. Box 114 Hagatna, Guam 96932 Email: pldje@teleguam.net Contact Number: (671) 472-1421 (h) • (671)486-2646

the application and implementation of the tasks identified in the grant.

Administer the programs projects and activities of the Guam Coastal Management Program to include Networking, Development, Policy, and Legislative Efforts, Master Planning Efforts, Federal Consistency Efforts, Public Outreach and Education, and Section 309.

Oversee the review and analysis of land use, federal consistency, and coastal planning projects

to ensure compliance with applicable federal and local requirements and guidelines.

Review draft Application Review Committee correspondence prepared by Senior Planners comments to ensure consistency with the local and federal requirements for the Director signature.

Review and prepare grant reprogramming requests and revised scope of work for the Director

signature for formal submission on the NOAA grants online system.

Coral Reef Conservation Program Cooperative Agreement

Oversee the Grant Administration of the Coral Reef Conservation Program Cooperative Agreement, the development of the application and implementation of the projects funded.

Review and prepare grant reprogramming requests and scope of works for projects and personnel for the Director signature for formal submission on the NOAA grants online system.

Coral Reef Initiative Management Grant

Oversee the Grant Administration of the Coral Reef Conservation Program Cooperative Agreement the development of the application and implementation of the projects funded.

Review and prepare grant reprogramming requests for the Director signature for formal submission on the grants management system.

Land Use Planning Program

Oversee the development of mapping tools and products to assist BSP's planners and other government entities in reviewing and planning for the wide range of land use, socio-economic, and environmental issues it is tasked.

Planner IV - Acting Detail **Bureau of Statistics and Plan** Socio-Economic Planning Program Government of Guam

October 24, 2011 to March 23, 2013 P.O. Box 2950 Hagatna, Guam 96932

Provide direct oversight over the Socio Economic Planning Program.

Provide direct oversight over the planning, development, coordination and implementation of the U.S.

Department of Justice grants, DOI, and NOAA grants.

Provide direct oversight in the development, implementation, planning support and technical assistance in the areas of criminal justice planning, economic development planning, fisheries development planning, evaluation of federal grants for intergovernmental review to ensure plans and updates to plans are prepared and submitted to the requesting agency.

Provide direct oversight in coordinating the review of Guam's participation and involvement in national and regional organization to ensure Guam participates by providing its input into national and regional

Applies for and administers the Edward Byrne Justice Assistance Grant Program.

Applies for and administers the Paul Coverdell Forensic Science Improvement Grant Program.

Coordinate and prepare Guam's Multi Year Strategy for Drug Control, Violent Crime and Criminal Justice System Improvement.

Lola E. Leon Guerrero

P.O. Box 114 Hagatna, Guam 96932 Email: pldje@teleguam.net Contact Number: (671) 472-1421 (h) • (671)486-2646

Planner III
Bureau of Statistics and Plan
Socio-Economic Planning Program
Government of Guam

January 30, 1999 to October 23, 2011 P.O. Box 2950 Hagatna, Guam 96932

- Applies for and administers the Edward Byrne Justice Assistance Grant Program.
- Applies for and administers the Paul Coverdell Forensic Science Improvement Grant Program.
- Coordinate and prepare Guam's Multi Year Strategy for Drug Control, Violent Crime and Criminal Justice System Improvement.
- Prepare and submits Guam's Annual Evaluation Report to the Bureau of Justice Assistance
 describing the program activities, performance metrics, and evaluation findings of Byrne funded
 projects, and how the Byrne funds have impacted Guam's criminal justice agencies by reviewing and
 evaluating all sub grantees annual performance narrative reports by the due date.
- Conduct annual programmatic evaluations of the JAG and Coverdell sub grantees to monitor the
 quality of the programmatic activities and financial expenditures to determine if the project is
 progressing and is achieving its intended results; to identify and disseminate information about
 projects of proven effectiveness so that this project can be replicated locally or nationally.
- Oversee the planning, development and implementation of Guam's Sex Offender Registry by
 providing technical assistance to the Sex Offender Registry Committee in developing and reviewing
 Guam's proposed registry statute to ensure that is in compliance with the federal mandates so Guam
 does not lose federal funds.
- Lead the development of the Guam's Sex Offender Registry Standard Operating Procedures to
 ensure the responsible agencies involved in carrying out the legislation comprehend their
 responsibilities and implement the legislation. Drafted the SOP based on the legislation, then
 facilitated meetings to bring the responsible agencies together to review the draft SOP in order to
 finalize the document.
- Assist in the amendments to the language in Public Law 28-77 to strengthen Guam's sex offender registration and notification program requirements; and to ensure the language mirror the procedures developed and in place.
- Coordinate and ensure that Guam's Sex Offender Registry Plan under the National Sex Offender Registry Program (NSOR) which is administered by the Superior Court of Guam is consistent with Guam's goals of establishing and developing a Sex Offender and Notification Registry System; and to interface with the FBI's NCIC 2000.
- Collect, organize, analyze and prepare materials in response to reports, plans and projects related to criminal justice issues by the due date.
- Establish, consult and maintain contacts with appropriate representatives from Government of Guam's criminal justice agencies, federal local law enforcement officials, legislature, U.S. Department of Justice officials, and states receiving funds from the Edward Byrne Justice Assistance Grant Program in order to identify and stay abreast of criminal justice issues that may have a potential importance to the Island; and to collect descriptive and analytical data, as well as staying abreast of developments and changes in the federal laws, regulations and congressional bills that will impact the Byrne JAG Fund.
- Request for Proposals: Conduct evaluation and rating of Request for Proposals for the Department
 of Mental Health and Substance Abuse, the Department of Corrections, and the Customs and
 Quarantine Agency.
- Plan and supervise the development and formulation of the Bureau of Statistics and Plans Performance Based Budget and Strategic Plan for submission to the Bureau of Budget and Management Research by the due date.
- Collaborate with each Division within the Bureau to define the task and activities within each Division to create the Percentage, Hours, Task and Activities Table to formulate the PBB spreadsheet template using Excel.
- Oversee the preparation of the Bureau of Statistics and Plans Strategic Performance Based Budget for Fiscal Year 2009 and Fiscal Year 2010 for submission to the BBMR by the due date.

Lola E. Leon Guerrero P.O. Box 114 Hagatna, Guam 96932 Email: pldje@teleguam.net Contact Number: (671) 472-1421 (h) • (671)486-2646

Technical Reviews:

Guam State Clearinghouse Review - Thoroughly assess criminal justice federal grant in aid
applications and State Plans, amendments and other federal commitments to ensure consistency
with territorial policies, goals, and objectives; adherence with applicable federal and local statutes,
quidelines, and regulations pertaining to the grant.

Conduct research and analysis, and collect data, if necessary, in order to evaluate program effectiveness in addressing a territorial need; impact upon the territory's socio-economic development; weakness or problems that may arise through program implementation.

Consult and alert applicant agencies with findings or anticipated problems, making all attempts to assist in resolving the problem through recommended adjustments, development and improvement in program implementation.

Prepare written comments and make recommendations on whether the application should be approved disapproved or conditionally approved by the Guam State Clearinghouse by the due date.

- Proposed Legislation Review Review proposed criminal justice related local legislation that impacts
 the Bureau's areas of responsibility. Determine positive and negative impacts upon the Territory's
 present and future development. Prepare, as required, written comments, recommendations or
 testimony for the Director with concern for clarity, conciseness and consistency.
- Assisted the Judiciary of Guam in the development and review of the 2007 Comprehensive Approach
 to Sex Offender Registry (CASOM), 2008 Guam Sex Offender SMART Program, and 2011 Adam
 Walsh Act Implementation Grant. These are discretionary funds and the Judiciary of Guam
 application was approved.

Planner I
Bureau of Planning
Socio-Economic Planning Program
Government of Guam

July 29, 1991 to January 29, 1999 P.O. Box 2950 Hagatna, Guam 96932

- Assist the Senior Planner in the preparation, coordination and appraisal of a wide range of plans, policies and studies that further Guam's economic, social and infrastructure goals, priorities and planning activities, more specifically, in the areas of Criminal Justice Planning.
- Assists the Senior Planner in the distribution, collection and analysis of data for a wide range of plans, policies and studies that further Guarn's economic, social and infrastructure goals, priorities and planning activities, more specifically, in the areas of Criminal Justice Planning.
- Prepare charts, graphs, and tables to best portray the data for Criminal Justice Statewide Strategic
 Plan.
- Assists the Senior Planner in the implementation of various phases of criminal justice planning research and statistical activities in the collection, organization and analysis of data; and correlates results with applicable specification.
- Assists the Senior Planner in the administering of federal grant funds including establishing funding priorities, distribute funds, prepare MOUs monitor sub recipient compliance with federal grant special conditions and provisions, and provide ongoing assistance to sub recipients specific to the Byrne JAG.
- Assists the Senior Planner in ensuring that the Byrne JAG subgrantees are aware of and in compliance with all programmatic and financial rules through the usage of special conditions and subgrantee monitoring of federal grant funds through desk review, on site, and program assessment of grants.

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Contact Number: (671) 472-1421 (h) • (671)486-2646

Assists the Senior Planner in the development of the Government of Guam Feasibility Office Space Study by determining descriptive and analytical data requirements and determine data sources required for adequate planning organization, and interpretation. Develop the survey instrument to be used to gather the data from the government agencies leasing office space. Distribute and collect the survey instrument received by the government agencies leasing office space. Follow up the agencies on incomplete forms submitted. Establish and maintain contact with Government of Guam tine and autonomous agencies in order to identify and stay abreast of current office space information; and to collect descriptive and analytical data. Identify and analyze charts, tables, and graph that are required to best portray the data and information collected from the survey. Prepare a written assessment of the Executive Branches utilization of office space. Develop and prepare the Feasibility Office Space Studies by the due date.

CONTINUING EDUCATION COURSES

USDA Graduate School Certificate for Successful Completion of Performance Measurement and Budgeting, October 10 - 17, 2007, 24 Hrs CPE

USDA Graduate School Certificate for Successful Completion of Strategic Planning for Government Organizations, February 25-28, 2008, 16 Hrs CPE

USDA Graduate School Certificate for Successful Completion of Performance Based Management System, March 2012, 32 Hrs CPE

U.S. Department of Justice Certificate for Successful Completion of DOJ Grants Financial Management, March 23, 2012, 8 Hrs CPE

USDA Graduate School Certificate for Successful Completion of Grant Management Supercircular Overview, January 12-16, 2015, 24 Hrs CPE

CERTIFICATES

- US Department of Justice, Bureau of Justice Assistance, Grant Administration Training and Technical Assistance Certificate of Training
- Justice Research and Statistics Association, National Computer Center Certificate for Successful Completion of Computer Graphics for Reports and Presentation Training, April 28, 1992
- US Department of Justice, Office of Justice Programs Certificate for Successful Completion of Financial Management Training Seminar, July 12, 2011
- US Department of Justice, Bureau of Justice Assistance, Project Development and Implementation Training Certificate for Successful Completion of Project Development and Implementation, September 23 - 24, 2002
- US Department of Justice, Bureau of Justice Assistance, Project Development and Implementation Training Certificate for Successful Completion of Project Development and Implementation, February 23 - 24, 2004
- US Department of Justice, Bureau of Justice Assistance, Certificate of Completion of Programs Administration Track, November 30, 2005
- US Department of Justice, Bureau of Justice Assistance, BJA West Regional Conference, December 4 – 6, 2006
- USDA Graduate School Certificate for Successful Completion of Performance Measurement and Budgeting, October 10 – 17, 2007

Lola E. Leon Guerrero P.O. Box 114 Hagatna, Guam 96932 Email: pldje@teleguam.net Contact Number: (671) 472-1421 (h) • (671)486-2646

 USDA Graduate School Certificate for Successful Completion of Strategic Planning for Government Organizations, February 25 – 28, 2008

 US Department of Justice, Office of Justice Programs, Office of the Chief Financial Officer Certificate for Successful Completion of Regional Financial Management Training Seminar, December 9 – 10, 2009

 USDA Graduate School Certificate for Successful Completion of Grant Management Supercircular Overview, January 12-14, 2015

COMMITTEES

- Criminal Justice Automation Commission member
- Sex Offender Registry Committee member

COMMUNITY AFFILIATIONS

Kusinan Karidad - Serves meals one a month for the homeless.

TERRY L. CUABO P.O. BOX 25701 Barrigada, Guam 96921 Cell (671) 486-2886 tcuabo@yahoo.com

Objective

A challenging and rewarding position as a Public Administrator, Executive Director, or Government Financial Administrator.

Summary of Accomplishments

- Active employee of the Government of Guam with over 23 years of government experience tasked with the financial administration of over \$10million in federal grant funds.
- Founder and Executive Director of Guam Cancer Care, a non-profit geared at providing direct support services to all Guam residents afflicted by cancer. Foundation has provided direct support services to over 1100 cancer patients, brought in over \$4.6 million in additional resources for these patients, and issued out over \$900,000 in direct financial assistance grant awards to assist cancer patients in accessing much-needed care.
- Currently a member of the United States Air Force Reserves, with over 14 years in military service.
- Fundamental governmental accounting, grant administration, and financial administration knowledge.
- · Efficient, detail-oriented, highly organized
- · Strong analytical and problem solving skills.
- Proficient Windows, Microsoft Office, Excel, Access, AS400, PowerPoint, Macintosh OS, PC, Windows 95/98/XP.

Experience

2011 - Present Executive Director, Guam Cancer Care, Tamuning Guam

- Responsible for executive direction of all projects and programs within the organization, to include the Patient Navigation Program, Transportation Program, Financial Assistance Program, Screening Program, Cancer Outreach Program, and Cancer Education program.
- Tasked with the financial and programmatic administration of over \$1million dollars in grant funds awarded to Guam Cancer Care.
- Develops new programs geared at expanding services that can provided to those Guam residents afflicted by cancer here on Guam.

1995 - Present Administrative Services Officer Bureau of Statistics and Plans, Government of Guarn Adelup, Guam

- Responsible for the coordination, preparation, and administration of the department's annual fiscal year budget.
- Monitors and administers all aspects dealing with the financial administration fo all federal
 grants administered by the Bureau of Statistics and Plans, to include but not limited to;
 certification of funds available, reviewing grant applications for consistency, establishment of
 accounts for approved grants, monitoring and tracking of expenditures to ensure that
 expenditures are consistent with approved federal budgets, and preparation of all financial
 documents such as work requests, requisitions, requests for establishment of accounts, etc.
- Supervises administrative staff and has overall responsibility in ensuring the accuracy and timely submittal of all documents such as work requests, appropriation/allotment, and all other pertinent documents dealing with the financial, personnel, and procurement aspects of the Bureau.

 Develops and interprets administrative policies and procedures and provides guidance on guidelines governing management issues and services.

 Coordinates with both administrators and program managers regarding the administrative needs and requirements for their respective programs and ensures that they are in compliance with all departmental and government-wide policies, regulations and guidelines.

 Coordinates directly with DOA, GSA, and BBMR regarding the technical administration of both local and federal programs administered by the Bureau of Statistics and Plans, in reference to procurement, personnel, and budgeting issues relating to BSP.

 Prepares reports to both internal and external agencies concerning the administrative operation of the agency, to include but not limited to; quarterly financial reports submitted to the Legislature pursuant to Public Law reporting reporting requirements, or request from other government agencies.

 Responsible for the periodic preparation and submission of periodic Financial Reports to federal granting agencies for grants that are administered by the Bureau of Statistics and

Plans.

 Recently tasked with the financial administration of the 2010 Guam Census Project, of which total appropriated budget provided by the U.S. Census Bureau was earmarked at \$10.4 million dollars.

1987 - 1995 Assistant Manager

Century Theaters

Vallejo, CA

Assisted the General Manager in the day-to-day operations of the theater.

Responsible for the supervision of over 50 staff.

Monitored and implemented weekly and monthly inventory control, prepared bi-weekly
employee schedules, made daily bank deposits, reviewed weekly and monthly expenditure
reports, and implemented changes necessary to promote efficiency and effectiveness in the
overall operations of the business.

Education

San Francisco State University, San Francisco, CA B.S., Business Administration - Finance 1995

Community College of the Air Force, Wright-Patterson, OH A.A., Aircraft Maintenance 2002

Community College of the Air Force, Wright-Patterson, OH A.A., Air Transportation 2007

University of Phoenix, San Francisco, Phoenix AZ B.S. Public Administration - Degree completion on Jan, 2012

University of Guam, Mangilao, Guam Enrolled in Master's in Public Administration Program (Degree completion scheduled for May, 2018

References

Available upon request.

Mildred B. Erguiza

P.O. 8026, Merizo, GU 96916 Tel: H - 828-8137 W - 475-9674 C - 488-7758 Email: millie.erguiza84@yahoo.com

Objective:

To continue to further personal goals and aspirations and to build upon skills and abilities as a planner contributing towards the Islands future development.

Education

- May 1989, University of Guam, Mangilao, Guam, B.B.A. Bachelors in Business Administration - Marketing and Mangement.
- Chi Omicron Gamma Honorary Scholastic Society.
- Graduated Cum Laude.
- May 1984, Notre Dame High School, Talofofo, Guam. Graduated with Honors.
- 1972-1980 Mount Carmel School, Agat, Guam.

Technical Training

- National Criminal Justice Association Financial Grants Management Training, 2015.
- Fraud, Waste & Management Training, Office of the Inspector General, U.S. Department of the Interior, 2010.
- Equal Employment Opportunity Affirmative Action Training Program, 2007.
- National Drug Institute Regional Evaluation Training, 2002.
- Grantsmanship Training Course Part I 1995 & Part II 1996.
- Edward Byrne Memorial Justice Grant Program Administrative Conference, 1991.
- Statistical Operations and Procedures Technical Training, 1991.

WORK EXPERIENCE

PLANNER IV - Acting Detail

Bureau of Statistics and Plans December 27, 2016 - Present

- I. Supervision of day to day operations of the Socio Economic Planning Program:
 - Oversight over the coordination and implementation of the following U.S. Department of Justice grants: Edward Byrne Justice Assistance Grant Program, Paul Coverdell Forensic Sciences Improvement Grant Program, Residential Substance Abuse Treatment Program and the Prison Rape Elimination Act Grant Program;
 - Oversight in the development, implementation, planning support and technical assistance in the areas of criminal justice planning, economic development planning, and evaluation of federal grants for intergovernmental review;
 - Provide recommendations, comments, briefs to the Director in the formulation and development of plans, policies, and studies that further economic, social and environmental goals.

- Represent the Bureau in meetings with government agencies and community representatives in the formulation and development of plans, policies, and studies of a socio-economic nature.
- II. Edward Byrne Justice Assistance and Paul Coverdell Forensic Science Improvement Grant Programs
 - Provide grant administration of the Edward Byrne Justice Assistance Grant Program and Paul Coverdell Forensic Sciences Improvement Grant Program in the implementation of funded projects.
 - Monitor subrecipients' compliance with all special conditions and provisions; and provide ongoing assistance to subrecipients to ensure continued implementation of approved projects and expenditure of federal funds in a timely manner, to include onsite monitoring assessments of funded subawards.
 - Monitor and evaluate through desk top review of sub grant files and telephone conference on the administration and operation of the grants to ensure programs are being implemented consistent with grant requirements and funds expended by the grant expiration dates.
 - Review and prepare grant reprogramming requests for the Director signature.
 - Review quarterly financial reports by subrecipients to verify that items expended and or encumbered are consistent with the projects approved budget; access the AS400 Financial System to ensure the reports are consistent and validated on a quarterly basis.
 - Prepare and submit quarterly performance metrics reports and annual sub-grant information to DOJ by the due date.
 - Collect, organize, analyze and prepare materials in response to reports, plans and projects related to criminal justice issues by the due date.
 - Ensure subrecipients comply with Office of Civil Rights requirements in the bi-annual update of their Equal Employment Opportunity Plan (EEOP); update of their Limited English Proficient Plan (LEP); and notification of adverse findings of discrimination against their organization to the Office of Civil Rights for review.
 - Represent the Bureau at the monthly Criminal Justice Automation Commission meetings in the implementation of Guam's Criminal Justice Records Improvement Plan; establish, consult and maintain contacts with appropriate representatives from Government of Guam's criminal justice agencies, federal law enforcement agencies, U.S. Department of Justice officials to keep informed of policy and procedural changes that will impact Office of Justice resources coming to Guam.
 - Represent the Bureau at meetings and on online webinar sessions pertaining to updates or changes in program requirements or guidelines regarding the Byrne JAG and Coverdell Grant Programs.

III. Residential Substance Abuse Treatment (RSAT) for State Prisoners Grant Program

- Review and analyze RSAT funding solicitation requests. Coordinate with Guam Department of Corrections and Guam Behavioral Health and Wellness Center of available federal funds in a timely manner.
- Develop project proposal guidelines following federal and program guidelines and mandates for project solicitation.
- Assess project proposal submitted to ensure applicability with federal guidelines and mandates and ensure federal funds are used to enhance other federally funded projects or used to meet unmet needs.
- Develop and prepare budget breakdown for recommendation and nonrecommendation of budget items proposed for funding to ensure reasonableness in the request and direct support and implementation of the project.
- Prepare grant application for submission to the U.S. Department of Justice, Bureau of Justice Assistance and all other relevant correspondences; ensure Guam State Clearinghouse procedures are complied in the submission of the grant application.
- Prepare Memorandum of Understanding, Special Conditions, and related certification documents for subaward and provide documents to funded department in a timely manner.
- Ensure federal funds are expended according to approved budgets; monitor subrecipients' compliance with all special conditions and provisions; prepare reprogram requests for Directors signature that meet project needs and maximization of funds; monitor progress of funded project and funded project and expenditure of funds in a timely manner, to include on-site monitoring assessments.
- Coordinate with funded entity for progress and financial reports; review reports and other data as required; prepare and submit quarterly performance metrics reports and semi-annual progress reports to DOJ by the due date; access the AS400 Financial System to ensure the reports are consistent and validated on a quarterly basis.
- Conduct site visits to discuss programmatic activities, issues or concerns impacting the
 project; assess project file records to ensure program and financial records are
 maintained and verify expenditures are appropriate with the project's approved budget.
- Ensure recipient comply's with Office of Civil Rights requirements in the bi-annual update of their Equal Employment Opportunity Plan (EEOP); update of their Limited English Proficient Plan (LEP); and notification of adverse findings of discrimination against their organization to the Office of Civil Rights for review.
- Represent the Bureau at conferences and meetings and on online webinar sessions pertaining to updates or changes in program requirements or guidelines regarding the RSAT Grant Program.

IV. Prison Rape Elimination Act Grant Program

- Coordinate with Guam Department of Corrections on the development of the grant application for program funds and operations budget in accordance with federal and program guidelines and mandates.
- Develop project proposal guidelines following federal and program guidelines and mandates for project solicitation.
- Assess project proposal submitted to ensure applicability with federal guidelines and mandates and ensure federal funds are used to enhance other federally funded projects or used to meet unmet needs.
- Prepare grant application for submission to the U.S. Department of Justice, Bureau of Justice Assistance and all other relevant correspondences.
- Prepare Memorandums of Understanding, Special Conditions, and related certification documents for subaward and provide documents to funded department in a timely manner.
- Ensure federal funds are expended according to approved budgets; monitor progress of funded projects; prepare reprogram requests to meet project needs and maximize funds.
- Coordinate with funded entity for progress and financial reports; review reports and other data as required.
- Prepare and submit before due date progress reports to U.S. Department of Justice,
 Bureau of Justice Assistance and other related correspondence as required; coordinate with subrecipient for the compilation of data into the Performance Measurement Tool.
- Conduct site visits to discuss programmatic activities, issues or concerns impacting the project; assess project file records to ensure program and financial records are maintained and verify expenditures are appropriate with the project's approved budget.

V. Guam State Clearinghouse Review: Federal Grant Application

- Intergovernmental review applications are received from Guam State Clearinghouse, logged in a table spreadsheet to track funding request, assigned staff review, required dates, and type of grant request; assign application to appropriate planning division depending on area of expertise and knowledge.
- Thoroughly review federal grant applications and state plans, amendments and other federal commitments affecting local programs and projects to ensure consistency with Guam's policies, goals, and objectives; adherence with applicable federal and local statutes, guidelines, and regulations pertaining to the grant.

- Conduct research and analysis, and collect data, if necessary, in order to evaluate program effectiveness in addressing a territorial need; impact upon the territory's socioeconomic development; weakness or problems that may arise through program implementation.
- Consult and alert applicant agencies with findings or anticipated problems, making all attempts to assist in resolving the problem through recommended adjustments, development and improvement in program implementation.
- Prepare written comments and make recommendations on whether the application should be approved, disapproved or conditionally approved by the Guam State Clearinghouse by the due date.
- Track status of the Bureau's review of applications to ensure Guam State Clearinghouse due dates are met in a timely manner.

PLANNER III

Bureau of Statistics and Plans February 2003 — December 27, 2016

- I. Residential Substance Abuse Treatment (RSAT) for State Prisoners Grant Program
 - Review and analyze the RSAT funding solicitation request. Coordinate with Guam Department of Corrections and Guam Behavioral Health and Wellness Center of available federal funds in a timely manner.
 - Develop project proposal guidelines following federal and program guidelines and mandates for project solicitation.
 - Assess project proposal submitted to ensure applicability with federal guidelines and mandates and ensure federal funds are used to enhance other federally funded projects or used to meet unmet needs.
 - Develop and prepare budget breakdown for recommendation and nonrecommendation of budget items proposed for funding to ensure reasonableness in the request and direct support and implementation of project.
 - Prepare grant application for submission to the U.S. Department of Justice, Bureau of Justice Assistance and all other relevant correspondences; ensure Guam State Clearinghouse procedures are complied in the submission of the grant application.
 - Prepare Memorandums of Understanding, Special Conditions, and related certification documents for subaward and provide documents to funded department in a timely manner.
 - Ensure federal funds are expended according to approved budgets; monitor subrecipients' compliance with all special conditions and provisions; prepare reprogram

requests for Directors signature that meet project needs and maximize funds; monitor progress of funded project and provide ongoing assistance to subrecipient to ensure continued implementation of the funded project and expenditure of funds in a timely manner.

- Coordinate with funded entity for progress and financial reports; review reports and other data as required; prepare and submit quarterly performance metrics reports and semi-annual progress reports to DOJ by the due date; access the AS400 Financial System to ensure the reports are consistent and validated on a quarterly basis.
- Conduct site visits to discuss programmatic activities, issues or concerns impacting the project; assess project file records to ensure program and financial records are maintained and verify expenditures are appropriate with the project's approved budget.
- Ensure recipient comply's with Office of Civil Rights requirements in the bi-annual update of their Equal Employment Opportunity Plan (EEOP); update of their Limited English Proficient Plan (LEP); and notification of adverse findings of discrimination against their organization to the Office of Civil Rights for review.
- Represent the Bureau at conferences and meetings and on online webinar sessions pertaining to updates or changes in program requirements or guidelines regarding the RSAT Grant Program.

II. Prison Rape Elimination Act Grant Program

- Coordinate with Guam Department of Corrections on the development of the grant application for program funds and operations budget in accordance with federal and program guidelines and mandates.
- Develop project proposal guidelines following federal and program guidelines and mandates for project solicitation.
- Assess project proposal submitted to ensure applicability with federal guidelines and mandates and ensure federal funds are used to enhance other federally funded projects or used to meet unmet needs.
- Prepare grant application for submission to the U.S. Department of Justice, Bureau of Justice Assistance and all other relevant correspondences.
- Prepare Memorandums of Understanding, Special Conditions, and related certification documents for subaward and provide documents to funded department in a timely manner.
- Ensure federal funds are expended according to approved budgets; monitor progress of funded projects; prepare reprogram requests to meet project needs and maximize funds.

- Coordinate with funded entity for progress and financial reports; review reports and other data as required.
- Prepare and submit before due date progress reports to U.S. Department of Justice, Bureau of Justice Assistance and other related correspondence as required; coordinate with subrecipient for the compilation of data into the Performance Measurement Tool.
- Conduct site visits to discuss programmatic activities, issues or concerns impacting the project; assess project file records to ensure program and financial records are maintained and verify expenditures are appropriate with the project's approved budget.

III. Project Safe Neighborhoods Grant Program

- Coordinate with U.S. Attorney's Office on the development of the grant application for program funds and operations budget in accordance with federal and program guidelines and mandates.
- Coordinate with U.S. Attorney's Office to inform eligible government entities, non-profit and faith-based organizations of available federal funds in a timely manner.
- Develop project proposal guidelines following federal and program guidelines and mandates for project solicitation.
- Assess project proposals submitted to ensure applicability with federal guidelines and mandates and ensure federal funds are used to enhance other federally funded projects or used to meet unmet needs.
- Develop and prepared budget breakdown for recommendation to the PSN Selection Committee for approval.
- Prepare grant application for submission to the U.S. Department of Justice, Bureau of Justice Assistance and all other relevant correspondences.
- Prepare Memorandums of Understanding, Special Conditions, and related certification documents for subawards and provided documents to funded departments in a timely manner.
- Ensure federal funds are expended according to approved budgets; monitor progress of funded projects; prepare reprogram requests to meet project needs and maximize funds.
- Coordinate with funded entities or organizations for progress and financial reports;
 review reports and other data as required.
- Prepare and submit before due date progress reports to U.S. Department of Justice,
 Bureau of Justice Assistance and other related correspondence as required.
- Conduct site visits to discuss programmatic activities, issues or concerns impacting the project; assess project file records to ensure program and financial records are maintained and verify expenditures are appropriate with the project's approved budget.

IV. Guam State Clearinghouse Review: Federal Grant Application

- Intergovernmental review applications are received from Guam State Clearinghouse, logged in a table spreadsheet to track funding request, assigned staff review, required dates, and type of grant request; assign application to appropriate planning division depending on area of expertise and knowledge.
- Thoroughly review federal grant applications and state plans, amendments and other federal commitments affecting local programs and projects to ensure consistency with Guam's policies, goals, and objectives; adherence with applicable federal and local statutes, guidelines, and regulations pertaining to the grant.
- Conduct research and analysis, and collect data, if necessary, in order to evaluate program effectiveness in addressing a territorial need; impact upon the territory's socioeconomic development; weakness or problems that may arise through program implementation.
- Consult and alert applicant agencies with findings or anticipated problems, making all attempts to assist in resolving the problem through recommended adjustments, development and improvement in program implementation.
- Prepare written comments and make recommendations on whether the application should be approved, disapproved or conditionally approved by the Guam State Clearinghouse by the due date.
- Track status of the Bureau's review of applications to ensure Guam State Clearinghouse due dates are met in a timely manner.

V. Comprehensive Economic Development Strategy (CEDS)

- Collaborate with the Guam Economic Development Authority and the Comprehensive Economic Development Strategy (CEDS) Committee in developing the annual update to Guam's Comprehensive Economic Development Strategy.
- Provide professional and technical support to GEDA for the CEDS; coordinate correspondences, meetings and other pertinent data or information as required to GEDA and CEDS Committee members for informed decision making on significant changes in Guam's economic conditions as it pertains to unemployment and per capita income; new projects for funding consideration not addressed in the 2011 CEDS Plan; and performance measures of EDA funded projects as a result of the 2011 CEDS.
- Analyze economic statistical data and trends, and identify new projects for inclusion in the approved list of projects in the CEDS Strategy to enable the Government of Guam to apply for federal funds from the U.S. Economic Development Administration.

 Prepare annual update to U.S. EDA that addresses the significant changes in Guarn's economic conditions; and new project proposal request for consideration and inclusion in the list of approved projects in the CEDS Plan.

VI. Marine Conservation Plan

- Collaborate with the Guam Department of Agriculture and fisheries stakeholders in developing the tri-annual update to Guam's Marine Conservation Plan.
- Provide professional and technical support to Department of Agriculture for the Marine Conservation Plan; coordinate correspondences, meetings and other pertinent data or information as required for fisheries stakeholders to make informed decision making on significant changes in Guam's marine conservation plan as it pertains to fisheries management and protection of resources; development of new projects for funding consideration not addressed in the 2014 MCP; and performance measures of MCP funded projects as a result of the 2014 MCP.
- Analyze statistical data and trends, and identify new projects for inclusion in the approved list of projects in the MCP to enable the Government of Guam to receive funding from the Pacific Insular Area Fishery Agreement (PIAFA) and the Western Pacific Sustainable Fisheries Fund.
- Ensure plan update is submitted meeting required timelines for the Governor's review and approval, submission to Western Pacific Regional Fishery Management Council (Council) summer meeting in reference to the announcement in the Federal Register as an approved agenda, the review and approval of the Council and final approval from the National Marine Fisheries Services approval and for announcement in the Federal Register.

VII. Citizen Centric Report (CCR)

- Coordinate the annual development of the Citizen Centric Report (CCR) for accountability regarding the financial condition and performance of the Bureau of Statistics and Plans.
- Compile analytical, descriptive data required and analyze, interpret data and prepare written and graphic presentation of information regarding the Bureau's fiscal and programmatic performance in accordance with the requirements of the Citizen Centric Report.
- Develop the Citizen Centric Report according to guidelines and submit to the Legislature and the Office of Public Accountability before required due date.

VIII. Development Plans, Studies and Technical Projects

- Coordinate and provide direct planning support to the Modernization and Rightsizing Commission of the Government of Guam for the 21st Century (COMRIGHT-21) for improved government operations and services.
- Provide Secretariat support to the Commission; review and assess analytical, descriptive data as required to ensure comprehensive planning and sound analysis for the reorganization of the Government of Guam.
- Coordinate with Task Force Committee Chair and various Subcommittees on types of analytical, descriptive data required to ensure comprehensive planning, sound analysis and development of the Civilian/Military Task Force Strategic Plan.
- Participate in the development, research, and compilation of analytical, descriptive data required by task forces, commissions, departments, agencies to ensure comprehensive planning and development of socio-economic issues.
- Analyze, interpret data and prepare written and graphic presentation of findings and recommendations.
- Attend meetings scheduled by task forces, commissions, departments, and agencies as related to the development of comprehensive plans and studies.

IX. Juvenile Drug Court Evaluation Plan

- Review, develop research design and select methodology for the Juvenile Drug Court Evaluation Plan, including specifications of the types of data to be analyzed.
- Confer with Superior Court staff on types of analytical, descriptive data required to ensure comprehensive planning, sound analysis and development of the Evaluation Plan.
- Observe drug court hearings and staff meetings to evaluate program operations and implementation procedures for compliance with grant policies and procedures.
- Develop, conduct survey questionnaires and field interviews to assess program impact and improve program effectiveness.
- Analyze, interpret data and prepare Juvenile Drug Court Evaluation Plan with written and graphic presentation of findings and recommendations to Superior Court officials on ways to improve program operations and effectiveness.

Juvenile Drug Court Evaluation Plan

- Reviewed, developed research design and selected methodology for the Juvenile Drug Court Evaluation Plan, including specifications of the types of data to be analyzed.
- Conferred with Superior Court staff on types of analytical, descriptive data required to ensure comprehensive planning, sound analysis and development of the Evaluation Plan.
- Observed drug court hearings and staff meetings to evaluate program operations and implementation procedures for compliance with grant policies and procedures.
- Developed survey questionnaires and field interviews to assess program impact and improve program effectiveness.

II. Guam Federal Grants Review

- Developed, researched and compiled information on federal grants, grant administrators, and program coordinators government-wide to assist in the planning, coordination and implementation of an information data base system of active Government of Guam Federal Grants.
- Assisted in the identification and verification of all active federal grants for inclusion in the data base; ensured continual collection and update of information for monitoring and verification.
- Consulted with affected entities/individuals on data required to ensure comprehensive planning for informed decision making; attended meetings to provide technical support to the Director and other policy makers on the coordination of information for the data base of Federal Grants.
- Coordinated with the United States Department of Agriculture (USDA) Graduate School Program in providing technical training's in grant management and administration.

III. Guam Waterworks Authority (GWA) Strategic Plan

Participated in the development, research, compilation of information on Human Resources Development to prepare sections for inclusion in the Guam Waterworks Authority's (GWA) Strategic Plan.

- Conferred with Guam Waterworks Authority staff on types of analytical, descriptive data required to ensure comprehensive planning and sound analysis of human resources development issues.
- Analyzed, interpreted data, and prepared written report; report prepared was thorough, identified positive and negative impacts and recommended course(s) of action for inclusion in the strategic plan.

IV. 1999 South Pacific Games (SPG) Commission Executive Committee

- Established and maintained contact with appropriate representatives from Government of Guam agencies, the South Pacific Games Commission, the Guam National Olympic Committee, local organizations and foreign governments in order to identify and stay abreast of issues that may have potential importance to the 1999 South Pacific Games.
- Wrote position papers and briefing papers for the Director and the Executive Committee
 on issues related to the South Pacific Games; provided overview of the issues, identify
 negative and positive impacts, and provide recommendation.
- Prepared correspondences to regional leaders and organizations for the Director's and the Governor's signature and/or the Executive Committee.
- Participated in the development and design of the Chef De Mission Handbook to all SPG member governments; consulted with 1999 SPG Committee members and Guam National Olympic Committee on venue events, activities and other information for inclusion in the Chef De Mission Handbook.
- Coordinated with various Sports Federation Groups on the Island to develop the sports event schedules and activities required for the Games.

V. International and Regional Policies

- Identified, assessed and evaluated international and regional economic, social, political and environmental development policies from the National Governor's Association, Pacific Basin Development Council and the South Pacific Commission to appraise the Governor and other policy makers on issues and activities that are relevant, beneficial or which negatively impact the island.
- Determined descriptive an analytical data requirements and data sources required for adequate planning, organization, and interpretation.
- Analyzed and accessed data in order to determine the most reliable, objective, and applicable information required to formulate policy, recommendations, position papers, and briefing papers for use by policy makers in articulating the views of the region and in making sound policy decisions.

- Established and maintained contact with appropriate representatives from the Government of Guam, private, local and regional organizations, and foreign governments to stay abreast of issues that may have a potential importance to the Island.
- Collected descriptive and analytical data to assess policy positions advocated by various federal, territorial and regional entities; provided staff support to the Director; attended off island conferences; prepared correspondences for the Governor's signature.

VI. Federal Constraints

- Identified federal laws and regulations which negatively impact Guam's physical, social, cultural, economic and environmental development.
- Conducted research, obtained legal citations from documents and coordinated with public and private sectors to collect descriptive and analytical data.
- Analyzed data, developed and prepared policy recommendations in consultation with other government agencies to appraise government leaders or policy makers on the impact or effect of the law or regulation on Guam's overall development.
- Provided staff support to Director and attend meetings on behalf of the Director.

VII. International Trade Agreements

- Evaluated trade issues from international trade agreements to determine potential negative and positive effects on Guam's economy, the government, private entities, industries, and the region as a whole.
- Formulated position papers, written comments, briefing papers or recommendations in consultation with appropriate entities; prepared correspondences for the Governor's signature.

VIII. Technical Reviews

- Assessed federal grant applications, State Plans, amendments and other federal commitments to ensure consistency with Island policies, goals and objectives and adherence with applicable federal and local statues, guidelines and regulations pertaining to the grant.
- Conducted research and analysis; collected data to evaluate program effectiveness, impact on the Island's socio-economic development, weaknesses or problems that may arise through the programs implementation.

 Prepared written comments, briefings or recommendation in consultation with other government agencies and corresponding memoranda for Clearinghouse approval.

PLANNER I

Bureau of Planning December 1989 - July 1993

I. International and Regional Policies

- Identified assessed and evaluated international and regional economic, social, political and environmental development policies from the National Governors Association, Western Governors Association, Pacific Basin Development Council, and the South Pacific Commission to appraise the Governor and other policy makers on issues and activities that are relevant, beneficial or which negatively impact the island.
- Determined descriptive an analytical data requirements and data sources required for adequate planning, organization, and interpretation.
- Analyzed and accessed data in order to determine the most reliable, objective, and applicable information required to formulate policy, recommendations, position papers, and briefing papers for use by policy makers in articulating the views of the region and in making sound policy decisions.
- Established and maintained contact with appropriate representatives from the Government of Guam, private, local and regional organizations, and foreign governments to stay abreast of issues that may have a potential importance to the Island.
- Collected descriptive and analytical data to assess policy positions advocated by various federal, territorial and regional entities; provided staff support to the Director; attended off island conferences; and prepared correspondences for the Governor's signature.

II. Federal Constraints

- Identified federal laws and regulations which negatively impact Guam's physical, social, cultural, economic and environmental development.
- Reviewed all applicable federal statutes and regulations by conducting research at the Territorial Law Library; obtained legal citations from documents; analyzed compiled information to determine impact of the constraint on the Island's economic, social, political, and environmental development.
- Conferred with Government of Guam agencies for input and information on all federal laws or regulations that have a negative effect on affected locations, entities, programs,

- groups and individuals; conducted field interviews with appropriate individuals knowledgeable on the federal statute(s) to assess their negative and positive impacts.
- Prepared written papers discussing all aspects of the statute/regulation and recommended course(s) of action to pursue in formulating the Island's policy position and in articulating concerns to the federal government.

III. Drug Control and System Improvement Plan

- Participated in the development, research and compilation of relevant information on Guam's drug and violent crime problems in order to prepare sections for inclusion in Guam's Drug Control and System Improvement Plan.
- Conferred with local and federal law enforcement agencies on types of analytical and descriptive data required to conduct analysis of drug and violent crime problems.
- Analyzed and interpreted statistical data to identify charts, tables and graphs that are required in the Plan; prepared graphic presentation and narrative report for inclusion in the state plan.

IV. International Trade Agreements

- Evaluated trade issues from international trade agreements to determine potential negative and positive effects on Guam's economy, the government, private entities, industries, and the region as a whole.
- Formulated position papers, written comments, briefing papers or recommendations in consultation with appropriate entities; prepared correspondences for the Governor's signature.

V. Technical Reviews

- Assessed federal grant applications, State Plans, amendments and other federal commitments to ensure consistency with Island policies, goals and objectives and adherence with applicable federal and local statues, guidelines and regulations pertaining to the grant.
- Conducted research and analysis; collected data and statistics to evaluate program
 effectiveness, impact on the Island's socio-economic development, weaknesses or
 problems that may arise through the programs implementation.
- Prepared written comments, briefings or recommendation in consultation with other government agencies and corresponding memoranda for Clearinghouse approval.

VISUAL MERCHANDISING INTERN (Part-time during final year of college)

Duty Free Shoppers Guam March 1988 - September 1989

- Performed business, management and marketing techniques in the display and presentation of retail commodities throughout the various Duty Free Shops located in the Islands Hotels.
- Assisted in the layout, design and production of visual sign displays of retail commodities for the various Duty Free Shops on Island and Micronesia; ensured visual layout is designed according to management specifications and distributed to the exact Duty Free Shop on Guam and Micronesia.
- Performed routine office management of records and files using an automated data system for reporting needs. Maintained complete filing and reference system for accountability and accessibility. Maintained good working relations with department vendors to ensure timely completion of projects and reliable services.
- Conducted a management study for the company's Visual Merchandising Department as part of the Internship Program. The study was conducted to improve accessibility and delivery of products and merchandise and efficiency of services provided by the Visual Merchandising Warehouse.

RETAIL SALES CLERK (Part-time during semester breaks in college)

Merizo Supermarket March 1986 - September 1988

- Performed routine retail tasks in the operations of the business. Tasks included but not limited to operating the cash register, ensure accurate cash-out balance, setting and display of retail products and commodities; ensured proper and courteous customer service.
- Conducted inventory of products and merchandise to ensure proper control of inventory levels and product self-life specifications.
- Ordered and prepared invoices for retail vendors and wholesalers; ensured payments to vendors and receipt of merchandise are accurate.
- Maintained cleanliness of products and work area.
- SKILLS Knowledge of general office procedures, equipments and machines.
 - Have good organization, decision-making, communication, listening and problem solving skills.

- Capable to present self appropriately and professionally to the community.
- Excellent skills in communicating effectively, orally and in writing.
- Able to work with a diversity of people and be a team player.
- Capable of making work decisions in accordance with appropriate program guidelines.
- Capable of maintaining records and preparing reports by the due dates.
- Knowledgeable in the administration of federal grant programs and have the ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal grant programs.

REFERENCES References will be provided upon request.

PERSONAL INFORMATION

- Married to Aristedes V. Erguiza and have a daughter, age 14.
- Enjoy spending time with family, baking and reading.
- Active parishioner of San Dimas Church.

Christian Paul Benitez P.O. BOX 11928 Yigo, Guam 96929

Phone: (671)-489-4417 E-Mail: christianpaulbenitez@gmail.com

Education

Simon A. Sanchez High School High School Diploma

June 2009

University of Guam
Bachelor of Business Administration, Concentration in Entrepreneurship

May 2014

Professional Experience

Planner I Bureau of Statistics and Plans Socio-Economic Planning Program Government of Guam October 20, 2014 to Current

CORAL REEF CONSERVATION GRANT PROGRAM and CORAL REEF INITIATIVE MANAGEMENT GRANT

Assist the Chief Planner and Coral Reef Initiative Coordinator in the implementation and administration of the Coral Reef Conservation Grant program and the Coral Reef Initiative Management Grant to include the preparation of correspondence, preparation of Memorandum of Understanding, preparation of progress reports, preparation of request for proposals, preparation of request for price quotations, maintenance of grant files, implementation of the public and outreach component of the grant with initial guidance from the Supervisor.

Assist the Chief Planner in reviewing request for reprogramming request and preparing the reprogramming requests to include the memorandum for the Chief Planner review and Director signature, the revised budget and the work request. Ensure the request is consistent with the

project proposal.

Email subgrantee programmatic point of contact and financial point of contact to remind entity about the submission of the reports 30 or 25 days before the progress report and financial reports are due, and send another reminder notice 10 days before the progress report and financial reports are due.

Assist the Chief Planner and Coral Reef Initiative Coordinator sent out follow up memorandum
and or email correspondence to subgrantee that have not submitted their report three days after
the report due date.

 Maintain a CRCP and CRI log sheet to track the submission of progress reports, financial reports, close out report, and property inventory report.

Maintain programmatic files in grant files 30 days after the supervisor reviews documents.

Reserve the conference room for the meeting, send a reminder call a day before the meeting to ensure reservation is set, assist in sending reminder calls and or emails three days to invited participants before the meeting, ensure multi-media, visual aid screen, laptop, white board and flip chart are set up prior to meeting, ensure a sign for the meeting and in-sheet sheet is available, and meeting documents produced.

- Obtain the three price quotation for the annual Guardian of the Reef Training beginning in October to ensure the training is scheduled for the start of Guardian of the Reef Training.
- Obtain three price quotations for the bus transportation for the Guardian of the Reef presentation and the Guam Nature Alliance activities; and coordinate the bus schedule one or two weeks from the date the buses will be needed to include the DPW bus schedule if the private busing will not available.
- Coordinate the Guardian of the Reef presentation schedule at the elementary schools and the bus transportation schedule.
- Assist the Chief Planner in the coordination of the Pig Hunting Derby and the Pork in the Park outreach to include attending the planning meetings, map out the logistics for the Pork in the Park, obtain price quotations for the outreach supplies, man the check in site, and provide logistics and set up support for the Pork in the Park.

GUAM STATE CLEARINGHOUSE

- Thoroughly assess criminal justice federal grant in aid applications and State Plans, amendments and other federal commitments to ensure consistency with territorial policies, goals, and objectives; adherence with applicable federal and local statutes, guidelines, and regulations pertaining to the grant.
- Conduct research and analysis, and collect data, if necessary, in order to evaluate program
 effectiveness in addressing a territorial need; impact upon the territory's socio-economic
 development; weakness or problems that may arise through program implementation.
- Consult and alert applicant agencies with findings or anticipated problems, making all attempts to
 assist in resolving the problem through recommended adjustments, development and
 improvement in program implementation.
- Prepare written comments and make recommendations on whether the application should be approved, disapproved or conditionally approved by the Guam State Clearinghouse by the due date.

PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANT PROGRAM

- Assist the Socio Economic Planning Program Supervisor in the preparation and administration of the Paul Coverdell Grant Program to include the preparation of grant award application, preparation of award acceptance and certifications, address special award conditions and prepare the necessary correspondence to obtain information on how to meet compliance with special award conditions, preparation of subgrantee administrative manual, ensure updates are made to subgrantee administrative manual, preparation of correspondences, preparation of Memorandum of Understanding, preparation of progress reports, preparation of request for proposals, preparation of correspondences for Grantor approval for budget modifications, change of project scope, change of project period, contact information and others, preparation of correspondence regarding reprogram and other requests and supporting documents to subgantees, and maintenance of grant files with initial guidance from the Supervisor such as Work Requests, Grant Adjustment Notices, Certification, Progress and Financial Reports, and Correspondences
- Contact Coverdell programmatic point of contact and financial point of contact to remind entity about the submission of the reports 10 days before the quarter progress report and quarter financial report are due.
- Within 90 days of program desired completion date, coordinate with the BSP Administrative Staff to work with the sub recipients financial point of contact to ensure the following: available funds are encumbered and obligated (Issued Purchase Order), invoices paid, outstanding requisitions are de obligated with DOA, outstanding purchase orders are de obligated with GSA,

and journal voucher of negative balances are addressed; and to ensure the Bureau administrative funds are encumbered and or deobligated.

 Ensure successful Grant Close-Out Process with compliance with Progress Reporting Requirements, Financial Status Reporting Requirements, Special Condition Compliance, Financial Reconciliation Requirements and Programmatic Requirements Certification.

Send out follow up memorandum and or email correspondence to subgrantee that has not

submitted their report five days after the report due date.

Ensure Semi-Annual Progress Reports via on-line reporting process is completed before the prescribe grant requirement deadline.

Maintain a Coverdell log sheet to track the submission of quarter progress reports, quarter

financial reports, close out report, and property inventory report that is updated.

Maintain good work relations with program point of contact and financial point of contact

regarding grant program to include Grant Policy Advisor.

Assist the Socio Economic Planning Program Supervisor in conducting on-site programmatic and evaluative monitoring to ensure compliance with Federal and State laws and regulations and to determine if the subgrant is achieving its overall objectives and having some positive impact on the problem that the application is addressing through funding of this subgrant. Preparation of correspondence regarding on-site monitoring to subgrantee; conduct pre-desk top review using the prescribed BJA Monitoring Tool with grant files; preparation of correspondence regarding the findings and recommendations of the on-site monitoring; conduct follow-up with subgrantee on corrective action plan; preparation of final correspondence once subgrantee has met all programmatic and financial grant requirements to complete the on-site monitoring.

Maintain programmatic files in grant files.

Assist in other related duties as required by the Socio Economic Planning Program Supervisor.

RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT PROGRAM

Assist the Socio Economic Planning Program Supervisor in the preparation and administration of the Residential Substance Abuse Treatment (RSAT) Grant Program to include the preparation of grant award application, preparation of award acceptance and certifications, address special award conditions and prepare the necessary correspondence to obtain information on how to meet compliance with special award conditions, preparation of subgrantee administrative manual, ensure updates are made to subgrantee administrative manual, preparation of correspondences, preparation of Memorandum of Understanding, preparation of progress reports, preparation of request for proposals, preparation of correspondences for Grantor approval for budget modifications, change of project scope, change of project period, contact information and others, preparation of correspondence regarding reprogram and other requests and supporting documents to subgantees, and maintenance of grant files with initial guidance from the Supervisor such as Work Requests, Grant Adjustment Notices, Certification, Progress and Financial Reports, and Correspondences

Contact RSAT programmatic point of contact and financial point of contact to remind entity about the submission of the reports 10 days before the quarter progress report and quarter

financial report are due.

Within 90 days of program desired completion date, coordinate with the BSP Administrative Staff to work with the sub recipients financial point of contact to ensure the following: available funds are encumbered and obligated (Issued Purchase Order), invoices paid, outstanding requisitions are de obligated with DOA, outstanding purchase orders are de obligated with GSA, and journal voucher of negative balances are addressed; and to ensure the Bureau administrative funds are encumbered and or deobligated.

- Ensure successful Grant Close-Out Process with compliance with Progress Reporting Requirements, Financial Status Reporting Requirements, Special Condition Compliance, Financial Reconciliation Requirements and Programmatic Requirements Certification.
- Maintain good work relations with program point of contact and financial point of contact regarding grant program to include Grant Policy Advisor.
- Send out follow up memorandum and or email correspondence to subgrantee that has not submitted their report five days after the report due date.
- Ensure Quarter Performance Measurement Tool (PMT) and Semi-Annual Progress Reports via the on-line reporting process is completed before the prescribe grant requirement deadline.
- Maintain a Coverdell log sheet to track the submission of quarter progress reports, quarter financial reports, close out report, and property inventory report that is updated.
- Assist the Socio Economic Planning Program Supervisor in conducting on-site programmatic and evaluative monitoring to ensure compliance with Federal and State laws and regulations and to determine if the subgrant is achieving its overall objectives and having some positive impact on the problem that the application is addressing through funding of this subgrant. Preparation of correspondence regarding on-site monitoring to subgrantee; conduct pre-desk top review using the prescribed BJA Monitoring Tool with grant files; preparation of correspondence regarding the findings and recommendations of the on-site monitoring; conduct follow-up with subgrantee on corrective action plan; preparation of final correspondence once subgrantee has met all programmatic and financial grant requirements to complete the on-site monitoring.
- Maintain programmatic files in grant files.
- Assist in other related duties as required by the Socio Economic Planning Program Supervisor.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

- Assist the Socio Economic Planning Program Supervisor in the preparation and submission of Guam's CEDS Update to the U.S. Economic Development Administration in collaboration with GEDA, and the CEDS committee in the preparation of the CEDS meetings and preparation of correspondence.
- Reserve the conference room for the meeting, send a reminder call a day before the meeting to ensure reservation is set, assist in sending reminder calls and or emails three days to invited participants before the meeting, ensure multi-media, visual aid screen, laptop, white board and flip chart are set up prior to meeting, ensure a sign for the meeting and in-sheet is available, and meeting documents produced.
- Assist in other related duties as required by the Socio Economic Planning Program Supervisor.

IMAGINE GUAM 2065

- Assist the Socio Economic Planning Program Supervisor in Secretariat responsibilities for the Social Stabilization and Guam Modernization Committees to include preparation of correspondences, coordination of meetings, and assist in sending reminder calls and or emails three days to committee members three days before the meeting, participation in meetings, and note taking of minutes.
- Assist in other related duties as required by the Socio Economic Planning Program Supervisor.

Grants.Gov password update and Systems for Awards Management annual renewal

- Update passwords for grants.gov quarterly for DUNS 778904292 and 855031506.
- Renew the SAM annual update (If any changes to the Director, need to update the DUNS number with DUNS and Bradstreet Australia via email. Documentation can be found in the binder to update the information).

Bureau of Statistics and Plans Website

 Maintain and update the Socio Economic Planning Program and Coral Reef Initiative program site. Coordinate and collaborate with the Socio Economic Planning Program staff and Coral Staff on posting and updating the information on the web.

Watabe Weddings - Internship

Fall 2013

- Learned operations of the wedding business on Guam.
- Learned the job of a party coordinator, from preparing to hosting parties, and serving guests.
- Learned to work with party operations staff team, as well as coordinate with other departments.
- Finished internship requirements and offered a part time job as party coordinator.

Special Project, with UOG Cooperative Extension Service

Aug. - Dec. 2013

- Developed a survey to determine farm gate prices of local produce
- Practiced and developed phone etiquette from conducting phone surveys with hundreds of local farmers
- Surveyed local vegetable stands and grocery stores for local produce prices on site
- Collected and organized data received through surveys

Party Coordinator, at Watabe Weddings

Nov. 2013 - Mar. 2014

- Oversaw planning and coordinating wedding parties.
- Served foreign customers from Japan, Taiwan, and China
- Prepared paper work required for parties and wrote reports to keep records of events for each party.

Business Plan Development

Jan-May 2014

- Assisted to create an innovative product utilizing the Blue Ocean Strategy used to develop a business plan for a new local brand of apparel for Guam
- Conducted a market analysis based on the relative industry of the business
- Organized the operational procedures and production methods for the business
- Conducted a 5 year financial projection for the business
- Presented our business plan at the 2014 American Marketing Association's Marketing Conference

Skills

- Proficient in Microsoft Office 2007: Word, Excel, PowerPoint, and Publisher.
- Ability to work with both Mac and PC operating systems and various computer applications such as Microsoft Office Applications, Adobe Creative Suite Applications, etc.
- Knowledgeable in AS400 Financial Management System to view accounts balances, encumbrances, payments, purchase orders, etc.
- Knowledgeable in operating a Velobind Machine, Spiral Binding Machine, 10 Key punch calculator, facsimile machine, scanner, telephone systems, laser printers and other related office systems.
- Knowledgeable in setting up a multi media project with laptop.
- Capable of working effectively with the public and employees.
- Excellent skills in communicating effectively, orally and in writing.
- Capable of making work decisions in accordance with appropriate program guidelines.
- Capable of maintaining records and preparing reports by the due dates.
- Interpersonal skills, Good communication skills, and meets project deadlines.
- Graphic Designing
- Webpage Designing
- Digital Photography and Videography

Monica P. A. Salas

Guam Police Department • Forensic Science Division • Forensic Science Section • 224 Sesame St., Mangilao, Guam

CHIEF CRIMINALIST

LENGTH OF EMPLOYMENT: DECEMBER 1992 - PRESENT

Primary duties involve the supervision of junior criminalists; Monitor and mitigate facility maintenance issues within my ability; Procurement of supplies and equipment; Training and performance evaluation of personnel; Ensure timeliness and quality of analytical work performed; Plan and assign the work of subordinate criminalists involving scientific analyses of physical evidence; Assist in grant writing and other projects; Review and approve analytical reports; Evaluate current laboratory procedures and recommend/implement updates for improvement; Analysis of evidence turned in for drug identification (as needed); Conduct training on drug recognition and evidence handling upon request; Maintain and repair instruments as required; Other duties as directed by supervisor

EDUCATION

BACHELOR OF ARTS IN BIOLOGY University of Guam	AUGUST 1987 - MAY 1991 Mangilao, Guam
PROFESSIONAL ORGANIZATIONS	
AMERICAN ACADEMY OF FORENSIC SCIENCES Member	SINCE FEBRUARY 2002
AMERICAN CHEMICAL SOCIETY Member	JUNE 2008 - MAY 2012

SPECIALIZED TRAINING

SPECIALIZED TRAINING		
CHEMICAL SPOT TESTS FOR ILLICIT DRUGS	West Virginia University, on-line	JULY 2,2012
2010 PHARMACEUTICAL DRUG ABUSE AND DIVERSION	DEA, Tamuning, Guam	JULY 26-29, 2012
CHEMICAL AGENTS OF OPPORTUNITY FOR TERRORISM	ATSDR, Tumon, Guam	JULY 18,2008
CLAN LAB SAFETY RECERTIFICATION	NES, on-line	OCTOBER 3, 2007
CLANDESTINE LABORATORY INVESTIGATION FOR CHEMISTS	CLEAR, Guam	JULY 27,2007
AMERICAN ACADEMY OF FORENSIC SCIENCES	AAFS, Seattle, Washington	FEBRUARY 20-25, 2006
CLANDESTINE LABORATORY SAFETY COURSE	DEA, Quantico, Virginia	JANUARY 26-30, 2004
FORENSIC CHEMIST SEMINAR	McLean, Virginia	MARCH 21-25, 1994
IN-SERVICE TRAINING	GPD. Hagatna. Guam	DECEMBER 1992 - JUNE 1993

CASEWORK

CASES ANALYZED: More than 2032 as of 03/01/2016

EXAMS PERFORMED: More than 60,256 as of 03/01/2016

TESTIMONIAL INFORMATION (PLACE / NO. OF TIMES TESTIFIED)

U.S. District Court, Guam | 7 Superior Court of Guam | 13 U.S. District Court, CNMI | 1 Superior Court of CNMI | 1 Supreme Court of Palau | 13

Last applicated 11:10:2016

Ann Marie Q. Cruz

P.O. Box 4745 器 Hagatna, Guam 96932 (671) 477-7925 (home) 器 (671) 685-8511 (cell) E-mail: <u>canmane0910@yanoo.com</u>

Education:

University of Guam

Master of Arts degree in Counseling

December 2006

Mangilao, Guam

Bachelor of Social Work (Cum Laude Honors)

December 2000

University of Guam Mangilao, Guam

Guam Vocational High School Mangilao, Guam General Education — High School Diploma
Units acquired for Marketing Education and
gained work experience in campus bookstore.

June 1990

Work Experience:

Department of Mental Health & Substance Abuse - I Famagu-on'ta

Hagatna, Guam

Social Worker III

August 16, 2010 to Present

Casework, diagnosis, and intensive treatment of consumers with mental health concerns:

 Conduct intake interviews and assessments using the Childs Assessment Needs and Strengths (CANS) and basic psychosocial questions on intake assessment form;

Assess client's social situation;

Identify psychosocial problems that may interfere with wrap/treatment plans;

- Develops and implements wrap plans to implement changes or improvements for the consumers and their families;
- Coordinate and collaborate with consumers, families, and community partners that are active participants to the consumers wrap plans;

Assist consumers and families understand the physical or mental needs

 Provide support and encouragement to consumers and families in understanding the treatment and importance of implementing the treatment plans;

Conduct schedule/non-scheduled home visits, school observations/staffing, and monitor program
participations/completion (i.e. Anger Management sessions; Individual counseling, etc.)

 Provide support for consumers and families at the school level regarding Child Study Teams and Individualized Education Plans;

Prepare and submit court reports prior to attending court hearings in the interest of the consumers;

- Prepare monthly program reports/statistics of consumers and services provided (i.e. IEP, Medication, CIU, etc.);
- Assist in the coordination and conducting case conferences with other disciplines for treatment planning;
- Assist in the planning and coordination of division activities for co-workers and/or consumers and their families;
- Grant: Assist with the collection of data collections, review of federal grant applications for accuracy, and application completeness.

Program Coordinator IV

January 7, 2003 to August 13, 2010

 Administers, develops, coordinates, and implements programs, special projects, and comprehensive plans for the following programs:

Student Financial Assistance Programs (SFAP - local funding programs): Merit Award program,
 Nursing Training Scholarship program, Student Loan, Professional/Technical Award, HERO Scholarship, John F. Quan Memorial Scholarship, and the Pedro "Doc" Sanchez program;

Board of Regents programs: Regent Scholar program, Army ROTC program, and Marine Lab Graduates;

 Private Scholarships: community scholarships that are funded by non-profits organizations, clubs, families within the community of Guarn;

Montgomery/GI Bill – Veteran Affairs programs: Chapter 30, 31, 35, 1606, and 1607;

 Federal Programs: Pell Grant, Federal Stafford and Direct Loans (Subsidized, Unsubsidized, and Plus Loan).

Projects

 Monitor the continuous collection of historical data on all programs. Data collected are compiled by program and sorted by academic year.

 Organize and systematize historical account of public laws applicable for the functionality and applicability for all programs.

 Maintain a collective and historically up-to-date account of resolutions on BOR programs, Advance High School, and Senior Citizen program.

 Arrange and classify student briefs and notification letters based on the type of action complete (i.e. Administrative Actions and Board Actions).

Classify legal opinions with program rules/regulations, and public laws.

 Continually work with Bursar/Collections to monitor service and monetary repayment accounts.

· Comprehensive Plans

 Prepare and review academic year goals and plans in order to maintain the programs' effectiveness and efficiency.

Quarterly review of status on program plans to ensure time-lines are being met.

- Monthly Scholarship Committee and Board of Regent packets are prepared to meet critical timelines.
- Create and establish instructions and applications for new or amended programs that are in compliance with program rules and regulations.

Ensures compliance of the adjudication process program rules and regulations.

- Prepare, plan, and initiate course of action for assigned programs based on priority, special
 projects, the needs of each academic year, budget, and program requirements based on rules
 and regulations.
 - Conduct individual or group program meetings with assigned program coordinators as needed.
 - Attend Team Leader meetings as called upon by the FAO Director. Relay all pertinent matters to assigned program coordinators to ensure compliance of directives and meeting pertinent deadlines.

Implement plans as directed by FAO Director.

- Dispense information on time-lines for the awards to be entered into the colleague systems.
- Coordinate efforts between the awarding process and pulling of awards to send to Business
 Office for timely disbursements.
- Alternate schedule workshops, presentations, and display on the attendance requirement of all program coordinators.
- Oversee and implement program policies and procedures to improve the overall quality, efficiency, and effectiveness of services for assigned programs;

Institute and develop standard operating procedures for assigned programs;

Developed financial aid handbook;

- Oversee the maintenance and proper control of records of all expenditures and obligations of programs and operations;
 - Prepare, review, and analyze budget requests for locally funded scholarship programs and operations;

Prepare, review, and analyze budget breakdown of anticipated Pell Grant monies.

 Review and interpret applicable laws, rules and regulations for programs. Ensure program and recipients compliance of public laws, rules and regulations;

- · Coordinate and ensure proper steps are completed before the awarding and disbursement of awards;
- Counsel and provide guidance for students on compliance issues regarding awards/scholarships;
- Generate a variety of reports on funding levels, awards disbursed/approved, service/monetary obligations;
- Create, prepare, and completed work planning and performance evaluations on personnel assigned duties;
 - o Supervision of student workers;
 - Supervision of assigned personnel.
- Provide professional consultation with professional staff within Financial Aid and UOG community.
- Monitors and evaluates the administration and daily operation of the Student Financial Assistance programs, Board of Regent programs, Private Scholarships, and the Montgomery/GI Bill – Veterans Affairs programs;
- Ensure compliance with service and monetary obligations by establishing working history assigned programs in order to coordinate with collection efforts with the Bursar/Collections office;
- Review and process special requests; provide program recommendations based on program rules and regulations on a case-by-case basis;
- Assist in the academic and ISIR/SAR review, awarding, and disbursement of federal aid;
- Assisting the file/application review; interview, placing, and awarding Federal Work Study program;
- Conducts financial aid workshops (informational, new student orientation, or exits for graduating seniors/defaults) with regards to local and federal programs;
- · Perform duties as Financial Aid Director when requested
 - o Address administrative concerns with Title IV that require completion with established deadlines;
 - o Monitor and evaluate the administration of all programs under the Financial Aid Office umbrella;
 - Review and analyze operation and administrative budgets for projected federal funding and local funded programs;
 - Oversee and implement policies and procedures to improve the overall quality and efficiency of the Financial Aid Office;
 - Generate a variety of reports requested by the UOG Administration and Guam Legislature;
 - Assist with all federal inquiries and investigations.

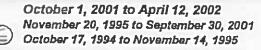
Program Coordinator I

5

April 15, 2002 to January 6, 2003

- Develops, coordinates, and implements programs, special projects, and comprehensive plans for the following programs:
 - Student Financial Assistance Programs (SFAP local funding programs): Merit Award program, Nursing Training Scholarship program, Student Loan, and Professional/Technical Award;
 - Board of Regents programs: Regent Scholar program, Army ROTC program, and Marine Lab Graduates;
- Oversee and implement program policies and procedures to improve the overall quality, efficiency, and effectiveness of services for assigned programs;
- Ensure program and recipients compliance of public laws, rules and regulations;
- Coordinate and ensure proper steps are completed before the awarding and disbursement of awards;
- Counsel and provide guidance for students on compliance issues regarding awards/scholarships;
- Create, prepare, and completed work planning and performance evaluations on assigned student workers;
- Ensure compliance with service and monetary obligations by establishing working history assigned programs in order to coordinate with collection efforts with the Bursar/Collections office;
- Review and process special requests; provide program recommendations based on program rules and regulations on a case-by-case basis;
- Conducts financial aid workshops (informational, new student orientation, or exits for graduating seniors/defaults) with regards to assigned programs.





- Develops, coordinates, and implements programs, special projects, and comprehensive plans for the following programs;
 - Guam Teacher Corps (local and federal funded);
 - School Aide Corps
 - o Counselor Corps
 - o Administration & Supervision Corps
- Oversee and implement program policies and procedures to improve the overall quality, efficiency, and effectiveness of services for assigned programs;
- Ensure program and recipients compliance of public laws, rules and regulations;
- · Coordinate and ensure proper steps are completed before the awarding and disbursement of awards;
- · Counsel and provide guidance for students on compliance issues regarding awards/scholarships;
- Ensure compliance with service obligations by establishing working history assigned programs in order to coordinate with collection efforts with Collections office;
- Review and process special requests for Scholarship packets:
- Conduct orientation (informational presentations and to new student orientation)
- Prepare and process required purchase orders and receiving reports;
- · Coordinate with high-ranking officials on special events
- Perform other duties as assigned by Director and immediate supervisor.



Staywell Insurance aka D.B. Davis & Associates

Hagatna, Guam

Enrollment Reviewer

May 1994 to September 1994

- Process enrollment applications and change of status forms for all Commercial, Government, and Individual Trust Accounts;
- Enter data using the AS400;
- Assist local providers by verifying member and dependent eligibility and specific documentation;
- · Prepare monthly billings and reconcile all incoming payments;
- Log and assess all account numbers issued to government and commercial companies;
- Ensure payments are received on a timely basis for all accounts;
- Create spreadsheets for logging commercial payments and data needed for enrollment statistics;
- Label and file applications for medical, dental, and life insurance;
- Prepare insurance cards for all members;
- Work closely with Marketing department with regards to enrollment of commercial accounts;
- At the request of superiors other duties as assigned are completed.



Credit/Collection Clerk

November 1993 to May 1994

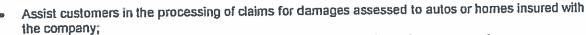
- Prepare monthly billings for each commercial account establish with Staywell for auto insurance;
- Reconcile payments received against billings and make all necessary adjustments and follow through with accounts unpaid for;
- Confirm all payroli deduction documents are received by the various agencies for both government and commercial accounts;
- Responsible for discussion with customer on all agreements to be made towards outstanding balances;
- Handle all customer complaints for discrepancies on auto insurance policies;
- Furnish formal letters to customers with regards to denied claims, outstanding balances, and miscellaneous correspondences;
- Perform other duties as assigned by superiors.



Auto/Home Insurance Clerk

May 1992 to November 1993

- Explain policy coverage on home and auto quotes for customers requesting assistance;
- Administer proper documents using LOTUS 123 and WordPerfect 5.0 for either home/auto policies (new or renewals);



Prepare and submit payroll forms for collection of premiums of auto insurance customers;

Calculate balances for either policies for customers inquiring about certain discrepancies;

Maintained files on individual home/auto insurance policy holders;

Handled front desk reception and cashier responsibilities in the absence of assigned employee.



Westpac Freight

Harmon, Guam

General Office Clerk

July 1991 to April 1992

Generated billings on services rendered locally;

Prepared documents and invoices for clearance of vessels heading towards Salpan;

Separated and sent all documents air freight needed for customs and clearance in Saipan;

 Examined all bill of ladings received from the mainland to ensure all information is correct and are copied to be separated for deliveries;

Correspond to customers notifying them of arrivals;

Posted all billings into ledger sheets for individual accounts;

Answered all incoming calls and assisted customers;

Prepared deposit slips for bank deposits;

Performed other general office duties such as typing, filing, and scheduling appointments.



Calvo's Insurance

Hagatna, Guam

Accounting Clerk March 1991 to July 1991

Prepare premium checks for customers who have credit balances;
 Entered all checks issued into customer accounts;

File checks numerically into accounts:

Reconciled customer credit or debits on accounts;

Tallied deposits from other branches and retail divisions of the company;

Assisted customers through telephone or in person with regards to their policies;

 Deleted magazines that have records of previous weeks collections and process for night shift crew member to work on;

Logged all payments from customers under PAID planning division;

Performed duties as cashier when called upon;

Rendered other general office duties.



Cashier

February 1991 to March 1991

Receive and process payment for insurance policies;

Prepare and mail out receipts from payments received via mail;

Contact customers in relation to returned checks and returned mail;

Tallied monies received on a daily basis;

Performed other general office duties as assigned.

Field Instruction/Practicum

Undergraduate - Field Instruction

Department of Mental Health and Substance Abuse – June 1999 through July 1999

o Adult Drug & Alcohol Division - Mr. Jesse Bragado

Guma Mami – January 2000 through May 2000 - Ms. Pam Roe

Graduate - Practicum

Superior Court of Guam – January 2005 through May 2005

Adult Drug & Alcohol Division – Ms. Lisa Baza

Final thesis project: Research on Sexual Harassment Policy on Institutions of Higher Education

Certificates / Organizations:

I Famagu'on-ta

❖ Chairperson – Art of Healing Art Show

University of Guam

- ❖ Executive Staff Council

- Council Chairperson April 2006 through April 2008
 Council Member April 2005 through April 2006
 Member of the Institutional (IIST) Sustainability Task Force (IIST)
 Member of Advisor Committee for Presidential Search Committee
 Participated in many committees campus wide due to status as chairperson of Staff Council